



**TEMPORARY RETAIL LOADING**  
**ZONE REQUEST**

Parking Authority of Baltimore City  
Department of Operations: Planning  
200 West Lombard Street, Suite B  
Baltimore, Maryland 21201



**PARKING**  
OF BALTIMORE CITY  
**AUTHORITY**

**BRANDON M. SCOTT**  
**MAYOR**

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Date:

Name of Business:

Type of Business:

Name of Owner/Licensee:

Contact Name:

Phone:

Contact Email:

Business Address:

Zip:

License Number:

Business Hours/Days of Operation:

What business activity requires a temporary retail loading zone?

Is there an existing loading zone on your block?

Yes

No

If yes, can your business utilize the existing loading zone?

Does your business have access to any of the following?

Driveway

Yes

No

Loading Dock

Yes

No

Garage

Yes

No

Parking Lot

Yes

No

If yes to any of the above, can loading/unloading be conducted from these locations?

Which days and times are you requesting a temporary retail loading zone?

What type of vehicles will utilize the temporary retail loading zone?

On an average day, how many vehicles will utilize the temporary retail loading zone?

What are the existing parking restrictions on the block?

Remarks & Other Considerations:

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Please note the following:

- To allow access and usefulness to all curbside users, not every business can have their own zone. We would encourage businesses on a block, or over several blocks, or within a business district to request one shared zone.
- Current valet parking zones, passenger loading zones, or truck loading zones may be converted to Temporary Retail Loading Zones.
- Applications for Temporary Retail Loading Zones would be reviewed on a first come, first served basis, and as City resources allow.
- Temporary Retail Loading Zones may be removed at any time with little or no notice if circumstances dictate (i.e. the need for the zone is diminished; the space is needed more for parking than for pick up and drop off; the zone is being abused; or the space is needed for multi-modal transportation purposes).
- Even though you are requesting the loading zone, the loading zone remains the property of the City of Baltimore and it may be used by anyone who is actively loading or unloading a vehicle per Article 31, Section 6-16 (c) of Baltimore City Code.
- A temporary retail loading zone is for the expeditious loading and unloading of goods and passengers: violators may receive citations.
- You may not restrict access to the loading zone by blocking the area with cones or any other device. Such an action is in violation of Article 31, Section 3-1.
- There are no fees associated with this service.