



**BRANDON M. SCOTT  
MAYOR**

**TRUCK LOADING ZONE REQUEST**  
PARKING AUTHORITY OF BALTIMORE CITY  
Department of Operations: Planning  
211 N.Paca STREET, BALTIMORE, MARYLAND  
21201  
443-573-2800 • parkingplanning@bcparking.com



**PARKING  
OF BALTIMORE CITY  
AUTHORITY**

DATE:

NAME OF BUSINESS:

TYPE OF BUSINESS:

NAME OF OWNER/LICENSEE:

CONTACT PHONE:

CONTACT EMAIL:

BUSINESS ADDRESS:

ZIP:

BUSINESS LICENSE NUMBER:

BUSINESS HOURS/DAYS OF OPERATION:

WHAT BUSINESS ACTIVITY REQUIRES A TRUCK LOADING ZONE?

IS THERE AN EXISTING TRUCK LOADING ZONE ON YOUR BLOCK?                      YES                      NO

IF YES, WHY CAN'T YOUR BUSINESS UTILIZE THE EXISTING TRUCK 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, WHY CAN'T LOADING BE FACILITATED FROM THESE LOCATIONS?

WHAT DAYS AND TIMES DO YOU RECEIVE DELIVERIES/HAVE PICKUPS?

WHAT TYPE OF VEHICLES MAKE DELIVERIES/PICKUPS?

ON AN AVERAGE DAY, HOW MANY DELIVERIES/PICKUPS DOES YOUR BUSINESS RECEIVE?

WHAT ARE THE EXISTING PARKING RESTRICTIONS ON THE BLOCK?

REMARKS & OTHER CONSIDERATIONS:

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Please note the following:

- 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 loading zone is not a parking space for you, the drivers of the vehicles who are engaging in loading and unloading/pick-up or drop-off, or anyone else. A loading zone is for the expeditious loading and unloading of property and passengers only: violators may receive citations.
- You may not restrict access to the loading zone by blocking the area off with cones or any other device. Such an action is in violation of Article 31, Section 3-1.
- Continuous abuse of a loading zone may result in its removal.
- Generally, 3 weeks is required for investigation of a Truck Loading Zone Request and for a determination to be made.
- If a Truck Loading Zone is approved, installation of signs generally takes 30 days from date of approval.
- There are no fees associated with this service