



**Alderman Brendan Reilly  
42<sup>nd</sup> Ward**

**Standing/Loading Zone Application**

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Please submit the following items with your application (incomplete applications will not be reviewed):

- Letter requesting a standing or loading zone, detailing the reasons the zone is needed.
- Photographs of the proposed location, adequately documenting the area surrounding the proposed standing/loading zone.
- Diagram or map detailing the building, sidewalk, street, existing parking restrictions (meters, other loading zones, etc.) and location of the proposed standing/loading zone.

Please submit completed application to Alderman Reilly's Constituent Service Office:

325 West Huron Street, Suite 510  
Chicago, Illinois 60654  
(312) 642-4242  
(312) 642-0420 (fax)  
projects@ward42chicago.com

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**BUSINESS INFORMATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Tax Exempt Designation: \_\_\_\_\_

Present parking regulations at your location (e.g., meters): \_\_\_\_\_

Business Hours: \_\_\_\_\_

Scope of business activity: \_\_\_\_\_

Business licenses held: \_\_\_\_\_

Contact name and title: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE COMPLETE **ONE** OF THE FOLLOWING SECTIONS,  
ACCORDING TO THE TYPE OF ZONE THAT YOU ARE REQUESTING:

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**AMENDMENT TO EXISTING ZONE**

If you have an existing standing or loading zone and would like to make changes to it, please complete this section AND fill out one of the following sections, according to the type of zone you are requesting.

Type of Currently Existing Parking Zone:

- Loading Zone     Standing Zone     Valet Loading Zone     Other

Restrictions listed on the sign (time limit, flashing lights, days, times, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**STANDING ZONE**

- Standing zones may be used by ANY vehicles—drivers of vehicles are not required to patronize or visit buildings of the businesses/individuals who requested the standing zone
- Vehicles parking in standing zones are limited to 15 minutes and must have their hazard lights flashing while the driver is away from the vehicle
- Vehicles parking in standing zones for more than 15 minutes are subject to citation and towing
- Posting signage, whether on the standing zone sign or in the public way, to claim ownership of a standing zone is not permitted per Chicago Municipal Code

Standing zone times requested:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Length of zone requested: \_\_\_\_\_

Reason for zone request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOADING ZONE**

- Loading zones are designated for use by commercial vehicles ONLY—passenger vehicles are not permitted to park in loading zones
- Passenger vehicles parking in loading zones are subject to citation and towing
- Any commercial vehicles—not just those delivering to the business adjacent to the loading zone—are permitted to use the loading zone for up to 30 minutes
- Posting signage, whether on the standing zone sign or in the public way, to claim ownership of a loading zone is not permitted per Chicago Municipal Code

Loading zone times requested:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Length of zone requested: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Types of deliveries and commercial delivery vehicles that will be using the loading zone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Delivery schedule (including frequency and number of daily deliveries): \_\_\_\_\_

\_\_\_\_\_

**VALET LOADING ZONE**

- Valet loading zones are designated for delivery of valet service by licensed operators, and for passenger loading and unloading
- When not in use by a valet operator for valet service, valet zones may be used as a 30-minute loading zone by any commercial vehicle (standard loading zone restrictions apply)
- Any passenger vehicle parking in a loading zone during restricted hours, but not utilizing valet services, is subject to citation.

Valet loading zone times requested:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Length of zone requested: \_\_\_\_\_

**Valet Company Information:**

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-site Manager(s): \_\_\_\_\_ Cell phone: \_\_\_\_\_

\_\_\_\_\_ Cell phone: \_\_\_\_\_

Name of business valet will serve: \_\_\_\_\_

Occupancy of business valet will serve: \_\_\_\_\_

Other businesses served by valet operator (in closest proximity): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location and description ( # of parking spaces) of off-site parking areas, as required by Chicago Municipal code: \_\_\_\_\_

\_\_\_\_\_

Please attach a copy of valet license (or application) and Certificate of Insurance.