



Commercial Loading Zone Process (Draft)

How do I request a loading zone?

To request a loading zone, a business citizen must request and complete a Commercial Loading Zone Request Form (see below) and submit it to DDOT's Policy, Planning and Sustainability Administration (PPSA). All fields of the form should be completed, and the basis for requesting the loading zone should be clear and specific. Upon receiving the request, DDOT will acknowledge receipt, and then proceed with a field investigation.

How do I request a modification (extend, reduce, relocate) to a loading zone?

A business citizen must complete a Commercial Loading Zone Request Form (see below) and submit it to DDOT/PPSA. All fields of the form should be completed, and the basis for requesting the modification should be clear and specific. Upon receiving the request, DDOT/PPSA will acknowledge its receipt, and then proceed with a field investigation.

How do I request elimination of a loading zone?

A business citizen must complete a Commercial Loading Zone Request Form and submit it to DDOT/PPSA. All fields of the form should be completed, and the basis for requesting elimination of the loading zone should be clear and specific. Upon receiving the request, DDOT/PPSA will acknowledge receipt, and then proceed with a field investigation.

COMMERCIAL LOADING ZONE REQUEST FORM: The form is not posted online. In order to receive the form, the requestor must call 311, and provide a full name, telephone number, and email address. The operator will enter the information, and then a planner from the Policy, Planning and Sustainability Administration (PPSA) will retrieve the information and contact the requestor. The planner will then ask initial questions to determine if a commercial loading zone is the appropriate solution to the requestor's need. If it is, the planner will send the form to the requestor by email. **No verbal loading zone request is considered official.** The form allows the requestor to provide background information and present his or her case for establishing a loading zone on the referenced block.