

PARKING IN PUBLIC SPACE

I want to: Create or extend a parking area next to my private property.

Do I need a permit? Yes, any use of the public right-of-way, which is defined as the space outside the private property line, requires permission from the District Department of Transportation and requires a rental payment for use of the space. These types of parking permits are generally for use in commercial areas or, in special circumstances, in residential areas. Parking on public space on gateway streets and parking in front of a dwelling is generally not permitted.

Where do I go to get this permit? The public space permit office at 1100 4th Street, SW, second floor, between the hours of 8:30 am and 4:15 pm, weekdays except Thursday when hours are 9:30 am to 4:30 pm. DDOT electronic permit kiosks are available to simplify the permit application process. These kiosks are located at the Permit Office as well at all seven Metropolitan Police Department District Stations or you may enter your application information, upload supporting documents and submit your application online from your home or office computer at <https://tops.ddot.dc.gov>.

What do I need when I apply for this permit?

1. Supporting documentation (described below) in a PDF or TIFF electronic format may be uploaded from your home or office computer during the online application process (<https://tops.ddot.dc.gov>) or paper copies may be submitted in person at the permit office.
2. A notarized copy of the rental (lease) agreement if someone other than the owner of the property is the permittee.
3. A copy of a valid certificate of occupancy for the establishment.
4. A public liability insurance policy covering all use of public space by the permittee
5. Three (3) 8 x 10 photographs showing front view and views from the right and left of the entire space proposed for parking on public space, including area immediately surrounding the proposed parking.
6. Fifteen (15) copies of the site plan drawing, to scale, indicating:
 - a. Configuration of the parking spaces within the proposed parking area.
 - b. All existing conditions on the adjacent sidewalk, including tree spaces.
 - c. Dimension from adjacent roadway curb(s) to the property line.
 - d. Dimension from adjacent roadway curb to outer edge of the proposed parking area.
 - e. Dimension from the property line to the outer extents of the proposed parking area on public space.
 - f. Clearly identified the entrance to the proposed parking.
8. Please present one (1) copy of the site plan to the Public Space Committee Coordinator for comment before submitting the full package of fifteen (15) site plans.
9. If approval by the U. S. Commission of Fine Arts (CFA) or the D. C. Historic Preservation Review Board is required, as determined by each of those boards respectively, the applicant must submit those approvals with the public space permit application.

What else will I need? After submitting your application you will need to give appropriate notice of the application by clearly posting on the building or on a fence at or near the property line, a **Notice** that an application has been filed. A notarized **Certification of Notice** demonstrating compliance with the notice requirement must be submitted to the Public Space Committee Coordinator at least one week prior to the Public Space Committee hearing on the application.

How much will this permit cost? The permit will cost \$135. In addition, the parking rental will be taxed yearly through a calculation of square footage and assessed land valuation by the Office of Tax and Revenue. Please call (202) 727-4829 for more tax information. Checks or money orders should be made payable to “**DC Treasurer**” Discover, MasterCard and Visa accepted.

How long will the permit application process take? All permit applications for sidewalk cafés must be heard before the Public Space Committee. The average timeframe is 45 to 90 days. You may check your application status at <https://tops.ddot.dc.gov>.

What if I need more information? Call the Public Space Permit office, 202-442-4670.