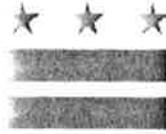


**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION**



ADMINISTRATIVE ISSUANCE SYSTEM

DEPARTMENTAL ORDER NO. 07-2010

DATE: October 22, 2010

**SUBJECT: DDOT Policy for the Use of the Public Right of Way
for Non-Security Purposes**

PURPOSE

To establish guidelines to aid the District Department of Transportation (DDOT) staff when handling non-security related parking restriction requests to occupy District controlled public right of way that could impact vehicular, transit, pedestrian or bicycle traffic flows and to ensure the proper use of public space.

AUTHORITY

Section 603 of the Fiscal Year 1997 Budget Support Act of 1996, effective April 9, 1997 (D.C. Law 11-198; D.C. Official Code § 10-1141.03); Section 5(4) of the Department of Transportation Establishment Act, effective May 21, 2002 (D.C. Law 14-137; D.C. Official Code § 50-921.04(4)).

POLICY

- A. DDOT is responsible for the safe and efficient movement of goods, persons and information throughout the District of Columbia with minimal adverse impacts on the residents and the environment. Consistent with DDOT's Mission Statement, DDOT shall review applications for public right of way occupancy permits to install non-security related parking restrictions in a manner designed to balance public transportation needs with building access and service needs.
- B. The first priority of DDOT will be to maintain a safe transportation system that is open to the general public to efficiently move persons and goods throughout the city.
- C. Applications for curbside parking restrictions that promote multi-modal and shared passenger transportation services (e.g. an employee shuttle service) shall have priority over applications

for exclusive or permanent curbside parking restrictions that do not promote multi-modal and shared passenger transportation services.

- D. DDOT's policy is to encourage buildings to use privately owned space to provide access and service to the building.
- E. Parking restrictions installed to provide access and service to buildings shall require a public right of way occupancy permit, renewable annually from the Government of the District of Columbia, and applicants shall use the public right of way occupancy permit application procedures and forms authorized by the DDOT Policy, Planning, and Sustainability Administration (PPSA).
- F. DDOT shall require applicants to pay for all design, installation, and maintenance costs of approved occupancy of the right of way, including any costs to DDOT for changes to the infrastructure of the public right of way such as the fabrication and installation of signs and sign poles or the removal of parking meters. DDOT shall also require applicants to pay the District of Columbia an annual fee equivalent to the value of any lost public space, as determined by DDOT.
- G. DDOT reserves the right to revoke any public right of way occupancy permit and remove non-security related parking restrictions at any time.

GUIDELINES

DDOT employees handling non-security related parking restriction requests to occupy District controlled public right of way shall notify applicants of the following guidelines:

- A. Where the applicant seeks to implement parking restrictions in District of Columbia public space adjacent to their buildings, the applicant shall complete the required forms and follow procedures to obtain a public right of way occupancy permit from DDOT PPSA.
- B. DDOT shall not approve applications for restriction of curbside space for the sole and exclusive use of the adjacent property unless the applicant can demonstrate that such reservation will enhance the safe and efficient movement of goods, persons and information throughout the District of Columbia with minimal adverse impacts on the residents and the environment.
- C. Applications for shuttle bus stands shall include the schedule of stops for the shuttle bus and the specific size and space of the proposed shuttle bus stand. As practicably as possible, shuttle bus stands shall be located in the first available curbside space on the departure side of an intersection. Shuttle bus stands shall not be permitted in curbside space delineating a public transit bus zone. The application shall be submitted to the Infrastructure Project Management Administration (IPMA), the Ward Planner of the PPSA, and the Transportation Operations Administration (TOA) for review and comment.
- D. Applications for entrances must conform to the requirements of Title 18 DC Municipal Regulations Vehicles and Traffic, section 2406 (DCMR §18-2406). Entrances shall be limited to a minimum of thirty feet (30 ft.) and a maximum of forty feet (40 ft.) or the width of the doorway to the building, whichever is larger. Entrances shall not be permitted in

curbside space delineating a public transit bus zone. The application shall be submitted to the IPMA, the appropriate Ward Planner of the Policy, Planning, and Sustainability Administration, and the TOA for review and comment.

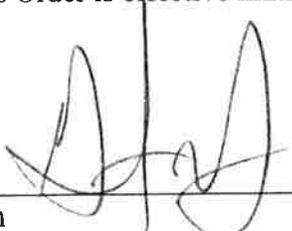
- E. DDOT shall NOT approve any application that permanently or temporarily restricts access to mass transit facilities, including Metrorail Station entrances (escalators or elevators) or Metrobus stops or designated commuter bus stops.
- F. Where metered parking is removed due to an approved public right of way occupancy permit, the applicant shall be responsible for compensating the District government for lost parking meter revenue and for any charges directly related to the removal of parking meters, including the removal of any pole upon which the meters are placed. In addition, the applicant shall be required to pay the District of Columbia an annual fee equivalent to the value of any lost use of the public right of way, as determined by DDOT.
- G. Where other changes to the public right of way infrastructure are required, the applicant shall be responsible for compensating the District government. These costs include and are not limited to the fabrication and installation of parking signs and sign poles.
- H. All costs associated with the design, installation, maintenance, and removal of approved parking restrictions shall be borne by the applicant.
- I. The applicant shall be liable for any claims or damages resulting from the placement of the security device in the public right of way.

ISSUANCE APPLICABILITY

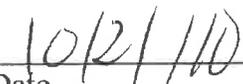
This Departmental issuance is to be given to each DDOT employee for their review and retention, based on the applicability of this policy to the affected group.

EFFECTIVE DATE

This Order is effective immediately.



Gabe Klein
Director



Date