CITY OF PORTLAND, OREGON
BUREAU OF DEVELOPMENT SERVICES
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BICYCLE PARKING AND SIGNAGE REQUIREMENTS FORM

Project or Permit Number _____ Project Address _____

Name of Responsible Party (print) _____ Phone Number _____

This form details the parking and signage requirements for short and long-term bicycle parking. Bicycle parking must be shown on all plans submitted for permit. Inspections will still be conducted; however, this form ensures that the applicant understands and agrees to the bicycle parking requirements. These requirements are detailed in 33.266.200. The applicant needs to satisfy the requirements and standards in the following table:

Requirements	Bicycle parking standards
1. Minimum number of bicycle parking spaces: Short-term _____ Long-term _____ ❑ If checked, this site is eligible to use the bicycle fund.	Short-term bicycle parking must be available for shoppers, customers, messengers and other visitors to the site. Long-term bicycle parking must be available for employees, students, residents, commuters and others who stay at the site for several hours.
2. Minimum number of bicycle parking spaces that must be covered: Long-term _____	Covered spaces can be provided inside buildings, under roof overhangs or awnings, in bicycle lockers or within or under other structures. Where required covered bicycle parking is not within a building or locker the cover must be: (1) Permanent; (2) Designed to protect the bicycle from rainfall; and (3) At least 7 feet above the floor or ground.
3. Bicycle parking must be provided in lockers and racks * *Include detail of bicycle locker and/or rack design on plans.* *Allow 2 feet by 6 feet for each bike parking space.*	Bicycle racks must meet the following standards: (1) The bicycle frame and one wheel can be locked to the rack with a high security, U-shaped shackle lock if both wheels are left on the bicycle; (2) A bicycle six feet long can be securely held with its frame supported so that the bicycle cannot be pushed or fall in a manner that will damage the wheel components; and (3) The rack must be securely anchored.
4. Location and access * *Indicate location of bicycle parking on site plan.*	Short-term bicycle parking must be located outside within 50 feet of the main entrance and at the same grade as the sidewalk or an accessible route. See 33.266.220 if the building has more than one main entrance, there is more than one building on the site, or if the site is an institutional campus. Long-term bicycle parking must be located on the site or in an area where the closest point is within 300 feet of the site.
5. Maneuvering areas *Indicate aisle width behind bicycle parking on site plan.*	Each required bicycle parking space must be accessible without moving another bicycle; There must be an aisle at least 5 feet wide behind all required bicycle parking to allow room for bicycle maneuvering and the area devoted to bicycle parking must be hard surfaced.
6. Security *Note long-term bicycle parking security measure(s) on plans.*	Long-term bicycle parking must be in at least one of the following locations: in a locked room; in an area enclosed by a fence with a locked gate; within view of an attendant, security guard or employees work area; within 100 feet of an attendant or security guard; in an area monitored by a security camera; or in a dwelling unit or dormitory unit.
7. Signs	See reverse side

* The Office of Transportation maintains a handbook of bicycle racks and siting guidelines

I agree to meet all bicycle parking requirements and, if necessary, install required bicycle parking signs. I also understand that bicycle parking spaces must be indicated on building plans submitted for approval and all inspections are still required.

_____ _____
Signature of Responsible Party **Date**

BICYCLE PARKING SIGNS

Signs serve several purposes. They let cyclists know that bicycle parking is available and that their business is valued. Signs also help cyclists find bicycle parking if it is not immediately visible.

What's required:

- If required bicycle parking is not visible from the street or main entrance, a sign must be posted at the main entrance indicating the location of the bicycle parking.
- If required bicycle parking is located at a light rail station or transit center and not visible from those sites, a sign must be posted at the station or center indicating the location of the parking.

Indicate location of bicycle parking sign on site plan.

Appropriate sign(s):

The City of Portland Bicycle Program can provide a standard sign for publicly accessible bicycle parking that meets the expectations of the *Zoning Code.*

Include detail of bicycle parking sign on plan.

What doesn't work:

Complicated signing schemes and signs that discourage bicycling will confuse and frustrate cyclists.