Art Rack Approval and Installation Basics - Portland Bureau of Transportation

(Please note: this document is intended to provide a simplified explanation of the process for requesting a permit to install a non-standard Bike Rack. This explanation is intended to clarify and not to replace existing parking code, requirements, or other standards. For specific requirements, please refer to the Administrative Rule .)

1) **Contact PBOT's Art Rack specialist Timo Forsberg at 503-823-7699 or timo.forsberg@portlandoregon.gov** . Have the following info ready:
   - Proposed location
   - How many bikes do you want to accommodate?

2) **Get the o.k. from the property owner**
   - Prop. Owner has liability for anything on their property and adjacent sidewalk
   - Prop. Owner will need to formally request the rack permit with a letter

3) **Be aware of costs**
   - Costs may include City permit fees, plus the cost of designing, fabricating, and installing rack. These are borne by the property owner or designee.

4) **Prepare rack design** (see Administrative Rule for specific details about design)
   - Caneable? (Can be detected by visually impaired person using cane to navigate)
   - Not a Tripping Hazard? (Nothing sticking out into pedestrian path of travel)
   - Lockable? (Able to use a standard U-lock with the rack)
   - Frame-Restable? (minimum 36" height to allow leaning a bike against)
   - Kid proof? (Child can't put head through space and become trapped)
   - Powder-coat or stainless-steel surface for durability?
   - Tamper-proof bolts? (Securing rack to sidewalk)
   - Not-bolt-cuttable? (rack material is sturdy)

5) **Prepare site plan** (see Administrative Rule for specific details about design)
   - Rack is close to entrance?
   - Rack is in the Street Furnishings Zone? (refer to Administrative Rule for details)
   - Not covering a water main or utilities vault?
   - At least 4 feet from trees, meters, benches, etc.?
   - Minimum 10 feet sidewalk width?
   - Proper clearance for bikes to park without bumping into cars along the curb?
   - Proper clearance for bikes to park without obstructing pedestrian path of travel?

6) **Send rack design and site plan to Transportation Options**
   - We'll work to make sure everything will pass muster with Street Systems, suggesting design or siting revisions if necessary to gain approval

7) **Property owner sends vetted rack design, site plan, and letter requesting permit to Options, along with right-of-way fee** (& county recording fee, if required)
   - The request will trigger a sidewalk/curb inspection
   - If anything is found that needs to be brought up to code, property owner will be notified and required to fix issues (even if they decide not to install rack)

8) **Street Systems issues a revocable permit**

9) **Property owner can begin fabrication and installation of rack**