Print Form

CITY OF PORTLAND BUREAU OF TRANSPORTATION

# APPLICATION FOR ON-STREET BICYCLE PARKING CORRAL

Bicycle corrals are grouped bike parking installations placed in the parking lane. The City of Portland will prioritize on-street bike parking corrals at street block corners in order to add additional benefits, such as creating defacto curb extensions to shorten pedestrian's crossing of the street and improving visibility for cars turning into traffic from side streets.

***Installation Fee**: $2,600 per FY 2012-2013 Transportation Fee Schedule A*

- The fee helps off-set the City's subsidy and fulfill a corral request more quickly.
- The fee is required for corrals in areas with metered parking.
- Are you paying the fee? ☐ Yes ☐ No ☐ Need more information

What is the intersection where the bike corral is requested? _____

What time of day is the **peak demand** for bike parking at this location? (e.g. 4-6pm) _____

How many existing bicycle racks are there? _____

How many bicycles are typically parked here? _____

***REQUIRED*** >> *Please email or include photos of typical bicycle parking demand.*

## Site Information

Length of Establishment's Storefront: _____

Is the on-street bike corral intended to span more than one business? ☐ Yes ☐ No

*If the answer to this question is "yes", an application must be received from each sponsoring business.

What are the parking signage regulations at the proposed bike corral: _____

_____

| | | |
|---|---|---|
| Are there metered parking spaces at the site? | ☐ yes | ☐ no |
| A moving lane of traffic directly next to the curb at any time of day? | ☐ yes | ☐ no |
| A fire hydrant? | ☐ yes | ☐ no |
| An active bus stop? | ☐ yes | ☐ no |
| An active driveway? | ☐ yes | ☐ no |

## Applicant Information

Applicant Name: _____Job Title: _____

Phone Number: _____Email: _____

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## Business Information

Name of Business: _____

Type of Business: _____

Street Address: _____ Zip: _____

Cross-Street 1: _____Cross Street 2 _____

Neighborhood Association: _____

Business Association: _____

Owner/Mgr Name:_____ or ☐ I am the owner of this business

Owner/Mgr Phone: _____

Owner/Mgr Email:_____

## Property Owner Information

Name of Property Owner or Representative:_____

Name of Property Owner Company: _____

Street Address: _____

City:_____ State: _____ Zip: _____

## Business and Property Owner's Affirmation

*I, the undersigned, do affirm that I am the owner or a duly authorized representative of the corporation owning the above referenced property. I have been made aware of the Applicant's intent to install a curbside Bicycle Parking Area in the curb lane in front of the business listed on this application and have no objections.*

Business owner _____ {*Signature**}

{*Print Name*} _____ {*Date*} _____

Property owner _____ {*Signature**}

{*Print Name*} _____ {*Date*} _____

*Note that bicycle corral facilities are generally designed and installed in coordination with a commercial corridor bicycle parking review. After submission of the application, PBOT staff will contact the applicant to discuss location feasibility and bike parking demand.*

*Bicycle corrals are established in partnership with the adjacent property owner and business through a Maintenance Agreement (sample attached, next page).*

Submit to:

City of Portland, Bureau of Transportation, Attn: Sarah Figliozzi
1120 SW 5th Ave, Suite 800
Portland, OR 97204
Or by Fax: (503) 823-7576 or Email: BikeParking@portlandoregon.gov

* Note: Alternatively written approval in the form of an email or letter can be attached to form.

Instructions: Please complete blue fields below, print, sign, and return via fax or email.

# MAINTENANCE AGREEMENT ON-STREET BICYCLE PARKING FACILITY

The Portland Bureau of Transportation (PBOT) will install an on-street bicycle parking facility outside

of:_____ *Business Name, Business Address*

The facility will be located_____

*for example: the east side of SE Name of St., north of SE St Name].*

This facility will be built under the auspices of a temporary and revocable permit. Because PBOT will be unable to maintain the facility to city standards, the tenants at the above property or the owner of said property are entering this agreement with PBOT.

To facilitate the installation of the facility, it is agreed that:

1. The facility will be swept and otherwise cleared of all debris at least once every other week. All trash will be removed from the facility and hauled with the regular trash hauling provided for by the subject property.

2. The facility will receive a visual inspection at least once per week. If debris and trash have collected to a noticeable degree during this inspection, the facility will be swept as described in item 1.

3. Evidence of damage, vandalism, or the presence of abandoned bicycles will be reported to PBOT staff. **The 24-Hour Maintenance & Repair hotline is (503) 823-1700.** Please also notify program staff by email/phone.

4. If citizen complaints are received by PBOT, the following steps will be taken:

a) A field investigation will be completed by Traffic Investigations

b) If the maintenance level is deemed unacceptable by Traffic Investigations, both the merchant and property owner will be sent a letter about the situation and given the opportunity to respond in writing.

c) Response to the complaint will result in either: 1) No action; 2) A warning; 3) A change to this agreement if both PBOT and the agreeing party sign the changes; or 4) Revocation of the permit by the City Traffic Engineer.

4. Future enhancements to this facility will be entertained. Any proposed enhancement must satisfy the requirements of all public agencies with jurisdiction over the request.

5. Evidence of damage, vandalism, or the presence of abandoned bicycles will be reported to

Primary responsibility for this agreement falls on_____

*[Business Name, Business Address].* In the event that the general tenets of this agreement are not

fulfilled, the _____ [*Title of signee]*, currently _____

*[Name of signee]* will be responsible for fulfilling the requirements of this agreement.

| | |
|---|---|
| _____ | _____ |
| *Signature* *Date* | *Signature* *Date* |
| Robert Burchfield | Print Name: _____ |
| Portland Bureau of Transportation | Business Name:_____ |
| City Traffic Engineer | Your Title:_____ |