



City of Portland, Oregon – Bureau of Transportation

1120 SW Fifth Avenue ~ Portland, Oregon 97204

Applications to: 1120 SW 5th AV Suite 800 Portland OR, 97204



Line Queue Stanchion Permit Application: Complete all sections below. Please print legibly.

Business name: _____

Address of business: _____

Business owner name: _____

Business owner signature: _____

Phone: _____ **Cell:** _____

Email: _____

Property owner name: _____

Property owner mailing address: _____

Phone: _____ **Cell:** _____

Email: _____

Property owner signature: _____

Site information: _____

Sidewalk width: 12 feet 15 feet Other: _____ # of ft

Building/business frontage in feet: _____

Applicant's signature: _____

Applicant's name, printed: _____ **Phone:** _____

Applicant agrees to rules related to Line Queue Stanchions as described on the back of this application. NOTE: Applications must include an attached list of security personnel, including executive manager and individual officers' names, DPSST/PSID numbers and expiration dates. Insurance listing the City as additionally insured is required prior to permit issuance. Return completed application & \$78 fee to: 1120 SW 5th Ave Suite 800, Portland Oregon, 97204. Make checks payable to the City of Portland.

--- FOR STAFF USE ONLY ---

<u>ONI Review</u>	<u>Police Review</u>	<u>PBOT Review</u>
Date Received: _____	Date Received: _____	Date Received: _____
Approved by: _____	Approved by: _____	Insurance IVR: _____
Phone extension: _____	Phone extension: _____	Approved by: _____
DPSST Certificate: _____		Phone extension: _____
		Permit issued date: _____

TRN- 10.10 – Line Queue Sidewalk Stanchions

LINE QUEUE SIDEWALK STANCHION PERMIT

Administrative Rule Adopted by the Portland Bureau of Transportation Rule-Making Authority 3.12

Purpose

The purpose of the permit is to organize use in and around businesses that draw late night lines within the Special Traffic Control District. It provides management of through passage areas that become congested as a result of the late night activity. The permit authorizes a business to place stanchions on the sidewalk in front of their business to ensure that patrons waiting in line to enter the business do not interrupt the flow of pedestrian traffic. The permit holder is 'person in charge' with authority over the designated space on the public sidewalk to ensure a minimum 6ft clear pedestrian passage is maintained for flow of pedestrians along the sidewalk area.

Policy and Procedures

A permit may be obtained for stanchions or other portable posts and ropes for placement on the sidewalk for the purpose of controlling egress and ingress into a business to ensure that the flow of pedestrian traffic is not adversely affected by the line queue.

The holder of the permit may place devices such that a line for the customers only may form in designated space on the public sidewalk. The space shall be clearly delineated with a temporary portable device such as a stanchion, bike fencing, post or rope. The devices shall be placed no farther than 4ft from the property line and shall maintain a minimum 6ft clear pedestrian zone. The devices shall not be placed earlier than 9:00 p.m. and shall be removed at the close of business or no later than 3:00 a.m. each night. No structure under the permit shall be permanently fixed to the sidewalk. The permit authorizes placement of temporary, non-fixed, free standing stanchions and awnings on the sidewalk in the permitted area. The permit does not authorize other devices to be placed in the line queue area such as tables and chairs. The permit does not authorize service to the patrons in the line queue. The permit is not used to delineate sidewalk cafes. A Sidewalk Cafe permit is available under a separate permit program.

Applications are available at Portland Online or by contacting the City of Portland Bureau of Transportation at 503-823-7073. Applicants must submit a list of security personnel, including executive manager and individual officers' names, PSID numbers and expiration dates. PBOT forwards the application for review by ONI to ensure documentation of DPSST certified staff. ONI will return the application to the Bureau of Transportation for permit issuance.

Submit completed applications along with documentation of DPSST certified security personnel to:

Street Systems Management, 1120 SW 5th Ave, Ste 800, Portland OR 97204, or via email to pbotcommunityevent@portlandoregon.gov.

Insurance listing the City as additional insured is required prior to permit issuance. Please see <http://www.portlandoregon.gov/transportation/38718?a=306035> for requirements, or contact our office at 503.823.7073.

Enforcement

Portland Police shall enforce placement location of devices & removal of devices under City Code Chapter 14A.50.

Fee

Applicable as per the Bureau of Transportations published fee schedule.

Reference

Chapter 17.23, 17.24 & 14A.50

Non-discrimination notice: The Portland Bureau of Transportation (PBOT) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. Any persons who believe they have been aggrieved by an unlawful discrimination practice have the right to file a formal complain with PBOT. **Accommodation requests:** To help ensure equal access to City programs, services and activities, we will provide auxiliary aids and services to persons with disabilities. **City TDD 503-823-6868**