

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Avenue, Suite 800 Portland, OR 97204 503.823.5185  
Fax 503.823.7576 TTY 503.823.6868 [www.portlandoregon.gov/transportation](http://www.portlandoregon.gov/transportation)

Dan Saltzman Commissioner Leah Treat Director

## Bicycle Rack Installation Permit

*Private Revocable Encroachment Permit Application*

Location address: \_\_\_\_\_ Date: \_\_\_\_\_

Permit or Land Use case number # \_\_\_\_\_ OR  not applicable

### Cost

*Encroachment fee - \$0.00 per City of Portland FY17-18 Transportation Fee Schedule  
Multnomah County Recording fee – based on number and size of pages recorded. Final amount will be determined at the time the permit is written.*

### How to apply

Completed applications can be mailed or hand-delivered to:

- Hand delivered application and attachments are submitted at the reception desk on the 5th floor. City of Portland Bureau of Transportation, 1900 SW 4th Avenue, Suite 5000, Portland, OR, 97201
- Applications and attachments can also be emailed to [Encroachments@PortlandOregon.gov](mailto:Encroachments@PortlandOregon.gov)

### For bicycle rack design related questions contact

Sarah Goforth Ph: (503) 823-9863  
Email: [BikeParking@PortlandOregon.gov](mailto:BikeParking@PortlandOregon.gov)

### For bicycle rack placement & general permit related questions contact

Fernando Castillo Ph:(503) 823-5579  
Email: [Encroachments@PortlandOregon.gov](mailto:Encroachments@PortlandOregon.gov)



*The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.*

## Application attachment requirements

Attach manufacturer's information for proposed bicycle rack, including:

- Image or sketch of rack, with rack dimensions, rack material, and finish
- Security bolt type (required: stainless steel pin hex button socket security bolts, or approved equal)
- Proposed installation information if surface is not concrete

Attach an 8.5" x 11" site plan that calls out a minimum of the following information:

- Proposed location of bike rack and placement of bicycle(s). Please show each bicycle footprint as a 6 ft long by 2 ft wide shaded area. *Most bike racks accommodate two bicycles side-by-side and thus require a footprint of 6 ft by 4 ft.*
- Distance between proposed rack and any existing street furniture in right of way (such as trees, sign poles, mailboxes, corner curb cuts, light poles, mailboxes, trash cans, newspaper racks, tree wells, etc).
- Existing or proposed/future permitted café seating or vendor areas (in order to ensure that minimum pedestrian through zones are maintained).
- North arrow, street names, on-street parking adjacent to proposed rack, and sidewalk width, including information about required minimum through zone.

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## Applicant information

Property owner name: \_\_\_\_\_

Signature \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_