

Commercial Loading Zone

A Commercial Loading Zone may be used for loading or unloading passengers or freight. Unless it is posted otherwise, it is effective only between the hours of 8:00 AM and 6:00 PM, Monday through Saturday. Commercial vehicles may only stay in Loading Zones for the length of time necessary to load or unload freight, but in no event for more than 30 minutes. Passenger vehicles may stop in commercial loading zones for the purpose of loading or unloading passengers and their personal baggage, and then only for the time necessary, but in no event for more than five minutes.

Commercial nor passenger vehicles may use a Commercial Loading Zone as a parking facility. Vehicles must be involved in active loading and unloading activities.

To apply, please e-mail the required information outlined under “Process” to Liza Farr, Curbside Administrator: lfarr@providenceri.gov.

Physical Standards

- 40 feet long
 - o If applicant desires a longer zone, they must provide evidence that the business consistently gets deliveries from longer trucks. The extension length may still be time restricted.
- Sign text: “No Parking Loading Zone”
 - o Hours zone is active may be included if relevant – however, if serving multiple businesses, the sign may be valid for all hours of the day
- Placement
 - o Default placement is on the ends of blocks so that trucks can pull straight in
 - o Work with RIPTA to ensure the zone complements and doesn’t block bus stops

Assessor

- This assessment will be completed by the Curbside Administrator, in collaboration with the Traffic Engineer and Planning Department

Criteria

- **Off-street facilities:** Off-street facilities, adjacent loading zones, or alleys are not available or sufficient to serve the loading needs
 - o This will be assessed by the Curbside Administrator
- **Parking occupancy:** On-street parking within 300 feet of the proposed Loading Zone site is frequently occupied at more than 65%
 - o Evidence can be provided with time stamped photos of the surrounding parking
 - o Curbside Administrator will assist with gathering this data where possible
 - o If high utilization is significantly time-restricted, zones can be made for only certain times of day
- **Loading need:** The proposed Loading Zone site would serve at least 4 deliveries per day

- Evidence can be provided with time stamped photos of deliveries being made throughout the day, OR through a document showing schedules for deliveries from this and nearby businesses that would use the zone
- This requirement may be waived if there aren't surrounding businesses with delivery needs they could team up with, and the business proposing the zone can show that there is insufficient curb space for their 0-3 deliveries per day forcing them to double park
- **Stakeholder input:** Input of surrounding businesses
 - Businesses will have a chance to argue for why they might need it in a different location, or more zones throughout a district. Justifications could include
 - Evidence that the material is too bulky and large to transport over the proposed distance
 - Evidence that two or more businesses consistently have overlapping deliveries, or that there are more than 10 uses per day that would be served by a single Loading Zone
- **Safety features:** Additional features – such as mid-block crossings, stop signs, curb ramps, etc. – will be evaluated for their ability to improve the safety of making deliveries using the new zone
 - Feedback will be solicited from businesses, and delivery workers themselves if possible
 - This evaluation will be by the Traffic Engineer, Planning Department, and Curbside Administrator, jointly

Process

1. Business proposes a new, re-located, or removed Loading Zone by e-mailing or calling the Curbside Administrator, and providing the following information:
 - a. **Loading need:** Provide evidence of at least 4 deliveries per day on this block, from the proposing business and any neighboring businesses, or a statement that there are no other businesses nearby and there is insufficient curbspace for the 0-3 deliveries per day for the proposing business
 - b. **Off-street loading:** Indicate that there are no off-street loading facilities available to the business
 - c. **Parking occupancy:** Time-stamped photo evidence that on-street parking within 400 feet of the proposed loading zone is frequently at least 85% occupied, OR a request that the Curbside Administrator assist with gathering this evidence
 - i. If high utilization is significantly time-restricted, the photo evidence can be targeted at those times or days
1. Curbside Administrator will evaluate the above-listed criteria
2. Curbside Administrator will contact businesses in the surrounding district, as well as those adjacent to loading zone or proposed loading zone, or who have been observed using the loading zone, and communicate proposed change
 - a. These adjacent businesses' input will be given additional weight as compared to surrounding businesses