

PARK(ing) Day

TOPS Application Guidelines Part II of II



Application Instructions

- 1) Navigate to the **Transportation Online Permitting System (TOPS)** homepage at <https://tops.ddot.dc.gov/>
- 2) **Log in** if you have an existing account or **Register** if you need to create a user ID.
- 3) Once you have logged in, click “**Enter**” under **Parking/Occupancy Permit**



To participate in **PARK(ing) Day**, applicants should apply for a **Temporary Occupancy Permit – Other Special Events in TOPS**.

DO NOT apply for a Parklet permit, as this triggers a more rigorous review for a structure that is intended to be out for much longer than one day. Choosing the wrong permit type may require you to reapply and may prevent you from participating in **PARK(ing) Day**

- 4) Click “**Apply for Parking Signs/Temporary Occupancy Permits**”

- 5) For event type, click the button for “**Other Special Events**”

6) Parking Location

- a) Enter the closest street address for your park and, when prompted, describe the actual location along the curb (this is very important if your space is managed by a multi-space meter). **Note: If your organization is sponsoring multiple parks, each park needs its own separate application.**

7) Select Dates and Hours

- a) Select **September 17, 2021** as both the **Start Date and End Date**.
- b) Select **9:00 AM** for the **Start time** and **4:00 PM** for the **End Time**.
Note: You cannot change the date and location once you move to the next page, so be sure to have 9am – 4pm as the start/end time. If this information is incorrect, you will have to resubmit under a new application.
- c) Do not select 24-hours occupancy.

8) Select Equipment

- a) Select “**NO**” for all equipment

9) Select Parking Meters

*Note: You will not reach this page if you did not select a location with a meter. Please restart your application and make sure the address is correct. Parks are **ONLY** allowed in metered spaces.*

- a) Select the parking meter ID (and the number of spaces, if applicable). The meter ID is an 8-digit number printed on a white label on the face of the parking meter. It is NOT the five-digit # printed on the green “pay by phone”.



10) Confirm Parking Meters

- a) Confirm the location and number of parking spaces selected.

11) Enter Parking/ Occupancy Detail

- a) Select **NO** for all options

12) Restrictions

- a) Select **NO** for all options

13) Documents Upload

- a) For the Document Upload screen, TOPS will instruct you to upload a Traffic Control Plan. This is not required for PARK(ing) Day, but this screen will allow you to upload the necessary documents to participate in this year’s event. These include:

A. Park Concept	<ul style="list-style-type: none"> ✓ A description of the location of your park and how it is an “eligible location” ✓ A written description of how the space will be used during the event. Include any activities programmed for the space, types of materials that will be used, and provide information on how the site will be enclosed on all sides (not facing the sidewalk). All parks must have a continuous barrier.
B. Site Design	<ul style="list-style-type: none"> ✓ Proposed address for the park. ✓ Provide a sketch of your proposed park and how it will be laid out based on the template (<i>found at the end of this document</i>). ✓ Include any items or design elements that will be placed on the site and allow for a two (2) foot buffer around the external edges. ✓ The site design should accurately reflect the event-day layout of your park and include dimensions of key elements. ✓ The site design should also include the parking space before your park and description of what you are using to meet this requirement.
C. PARK(ing) Day Release Form	<ul style="list-style-type: none"> ✓ A signed release form is required to ensure that applicants fully understand the event’s guidelines, that they have provided an accurate site plan, and that they will comply with all relevant District regulations relating to public space.

D. Certificate of Liability Insurance	✓ Proof of general liability insurance is required, naming the GOVERNMENT OF THE DISTRICT OF COLUMBIA as an additional insured and shall contain a waiver of subrogation.
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These can be uploaded as separate files, or as a single .pdf. Additional documents such as photos may also be included, but must be in .pdf or .tif format. Be sure to hit the “Upload Document” button after selecting each individual file to attach it to your permit application.

NOTE: YOU WILL NOT BE ABLE TO SUBMIT DOCUMENTS IN PERSON. EVERYTHING MUST BE UPLOADED THROUGH TOPS FOR REVIEW.

14) Estimated Fee Summary

- a) A cost estimate will be generated for your park. Please note that this is an estimate and the final fee will be included once your permit is approved.

15) Permittee/ Owner Information

- a) Under Permittee/Owner information type “PARK(ing) Day 2021” for the event name, then provide the necessary contact information.

16) Email DDOT PARK(ing) Day Coordinator

- a) After submitting the application, TOPS will provide a tracking # and assign the application to a permit technician. **Email DDOT’s PARK(ing) Day Coordinator with your permit tracking number.**

17) Approval and Payment

- a) Once the application has been reviewed, you will receive an e-mail notification whether it has been “Approved,” “Denied,” or marked as “Revise and Resubmit” if changes are required to the site plan or park concept.
- b) Once your permit has been approved, you will be able to pay for it online. In addition to any meter fees, the system will charge a \$50 Permit Fee and a \$5 technology fee for the event.

18) Next Steps

- a) Reserved Parking signs and a copy of your approved permit can be picked up from the Permit Center located on the second floor of 1100 4th Street SW. **Be sure to bring proof of payment with your permit tracking number.**

NOTES:

Remember that Reserved Parking signs must be posted next to your space 24 hours in advance of the event.

*The occupancy permit allows Applicants to begin **occupying the permitted parking space(s) on Friday, September 17, 2021 at 9:00 AM and not before the permitted time.** Applicants are required to **remove park elements and vacate the parking space(s) by 4:00 PM on Friday, September 17, 2021.***

FOR FURTHER INFORMATION

For any questions regarding event requirements, site designs, or permitting, please contact Kimberly Vacca, DDOT Transportation Planner, at kimberly.vacca@dc.gov or (202) 905-1152.