



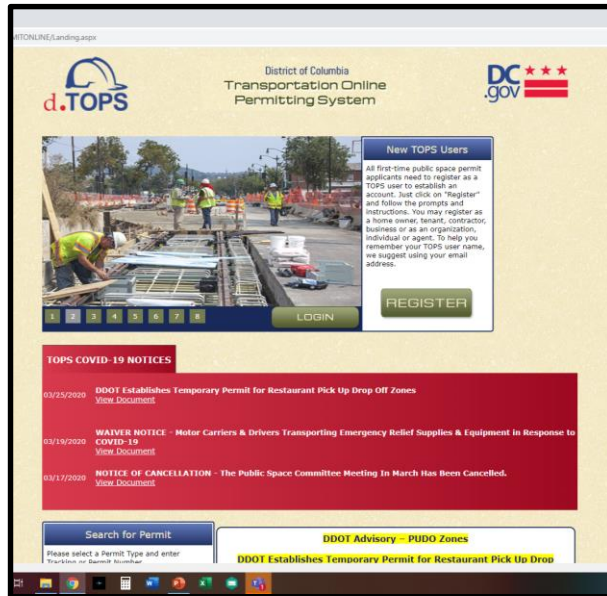
RESTAURANT TEMPORARY PICK UP ZONE PERMITS How to Apply

d.

Presentation for BIDs, CIDs, and Main Streets
Public Space Regulation Division
In Partnership with DSLBD
03/27/2020

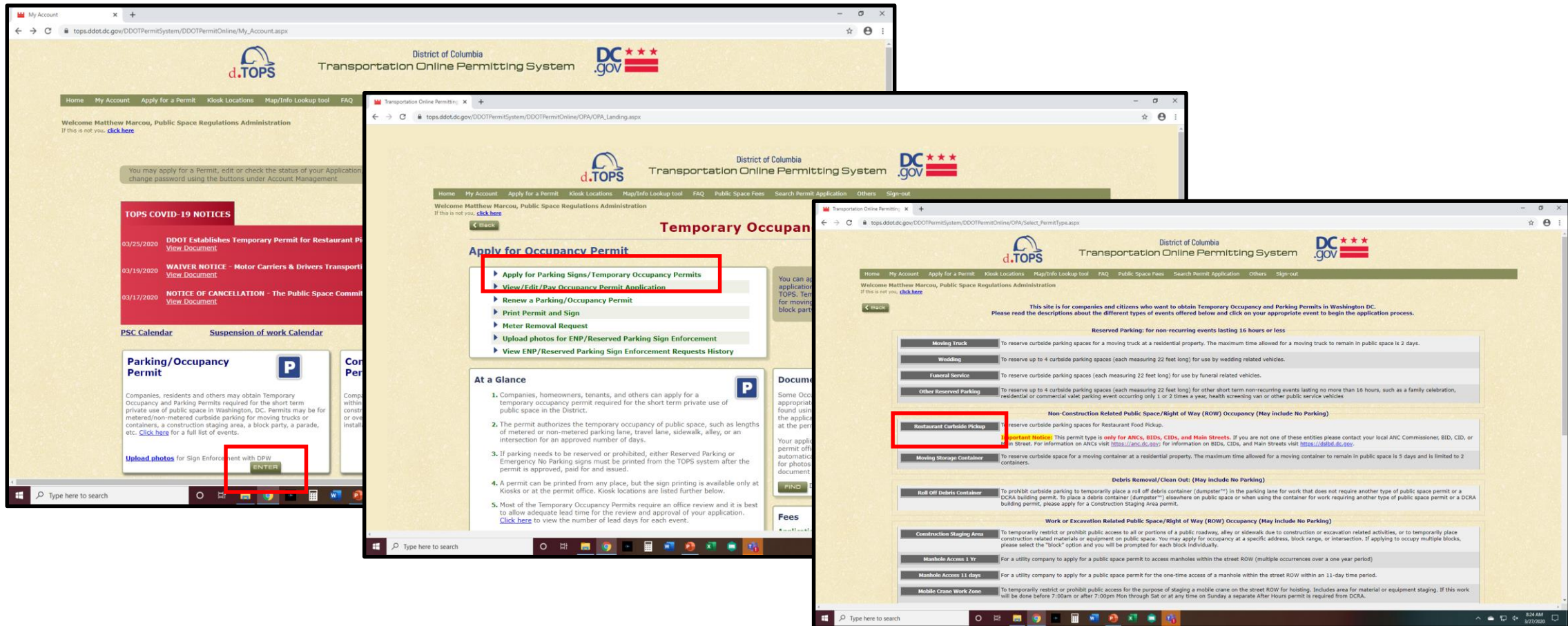
Register a Business Account in TOPS

- Go to tops.ddot.dc.gov
- Select Register
- Select Business/Organization and on subsequent pages enter the organization's information
 - We can approve that day, please send an email to walter.graham@dc.gov and CC matthew.marcou@dc.gov
- Individuals who will be associated with the account also need to register their specific accounts
- The business account will designate one of its users as an administrator who can add and remove users

The screenshot shows the "Registration Type" form. The header includes the d.TOPS logo, the text "District of Columbia Transportation Online Permitting System", and the DC.gov logo. A navigation bar contains links: "Apply for a Permit", "Kiosk Locations", "Map/Info Lookup Tool", "FAQ", "Public Space Fees", "Search Permit Application", and "Others". The main heading is "Registration Type". Below it, a note states: "If you need employees to apply for permits on behalf of your company choose 'Business/Organization' otherwise choose 'Cont...". The "Type of Application:" section has radio buttons for "Agent", "Contractor", "Home Owner", "Individual", "Tenant", and "Business/Organization (only select if you have employees that need to apply on your behalf)". A note below the "Business/Organization" option states: "Company registration may require one business day for review and approval." At the bottom are "Cancel" and "Next >>" buttons. A red asterisk indicates "Required Fields".

Submitting the Application: Application Type

- From one of the associated individual accounts, select Occupancy Permits
- Then select Apply for Parking Signs/Temporary Occupancy Permits
- The select Restaurant Curbside Pickup



Submitting the Application: Selecting the Location

- Only BIDs, CIDs, Main Streets, and ANCs are eligible for this permit.
 - We will direct ineligible applicants back to you for assistance.
- Enter the hundred block of the street where the zone will be located.
- Select the Ward and enter which side of the roadway the zone will be located.
 - We will permit only one zone per block face, we will permit zones on both sides of the roadway.
 - A separate application is needed for each zone.

Enter temporary Occupancy/Parking Location Using One Of The Following Location Types:

Note: For multiple streets please choose the Block Option

☐ Address ☒ Block ☐ Intersection

Enter your address and/or starting point in the search box below then select your work location
To search Interstate Highway address, please type the word "Interstate" in the Address box

Block Address: Search/

Example: 1600 Block K St NW

Or 4th ST NW from D Street NW to E Street NW

* Required Fields

Previous

Cancel

Next

Selected Address and/or starting point

Block 1: 900 - 1199 BLOCK OF 4TH STREET SW

[Remove](#)

Ward: *

Please describe actual location: *

Example: Will place container in parking lane in front of the house

* Required Fields

Previous

Cancel

Next



Submitting the Application: Dates, Days, and Hours

- Select the start and end dates, days of the week and the hours of the day the zone will be in use.
 - Up to 60 days. You can select today as a start date but signs can't be enforced until proper notice is given.
 - Only one set of days/hours per zone.
 - Different days/hours are of for zones on either side of the same street, though we don't recommend it

[click here](#)



Select Dates and Hour

Please select your proposed start and end dates and times.
The date cannot be changed once you reach end of the application and submit it.
You **cannot change the location** once you move to the next page.
In order to select a different location, you have to start a new application.
For permitting purposes, a month has been standardized to be 30 days long.
For 24-hours occupancy, please select "24-hours occupancy".

Start Date: * 3/27/2020  End Date: * 5/25/2020 

Time Range

Days ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☒ Fri ☒ Sat

Time Range From 5:30 PM  To 9:00 PM  OR ☐ 24-hours occupancy: *

7am to 7pm is the allowable time for work in Public Space. Click on Calendar or Clock icons to adjust time.

Previous Cancel Save and come back later Next

Submitting the Application: Selecting the Spaces

- Select the number of metered spaces (most common).
- Zones will be exactly three spaces long.
 - We weren't able to adjust the program to make the selection exactly three spaces.
 - We will correct this in the review process if fewer than three spaces are selected.
- On the following page confirm your selection is accurate.

[here](#)

Select Parking Meters

If you do not want to occupy metered spaces please click next and move to next page.

er you must know meter ID. This can be found on any Meter or Multi-Meter box and will contain the quadrant such as NW, NE, SW or SE.


Sample MultiMeter

Meters for 900 4TH STREET

☐ Select All ☐ Unselect All

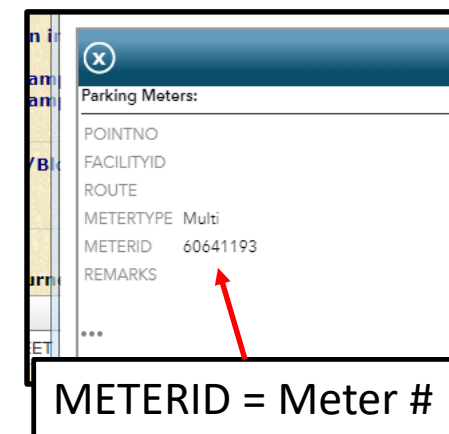
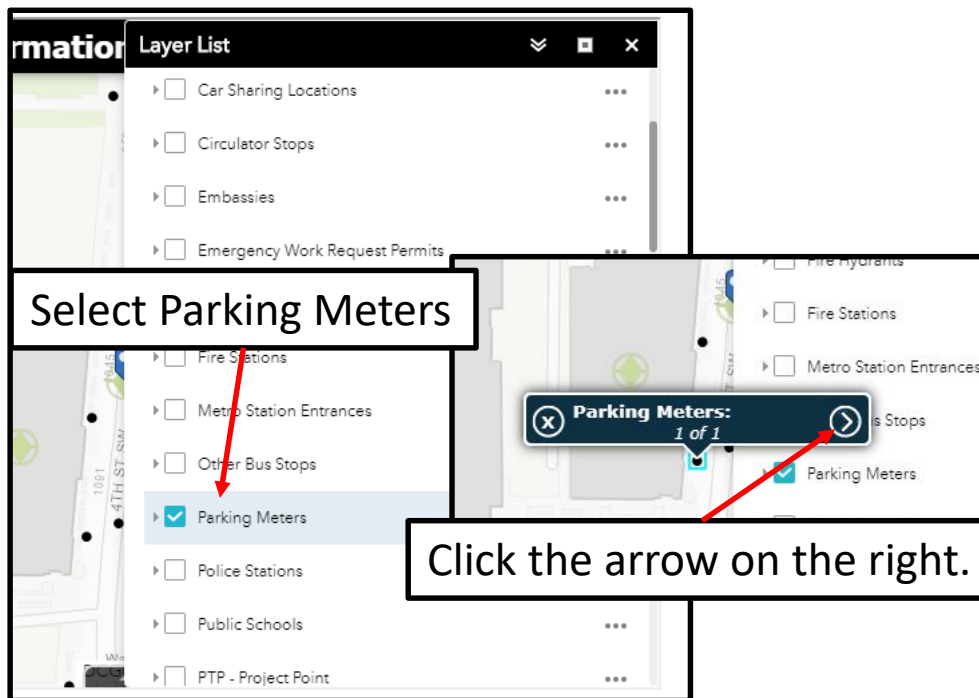
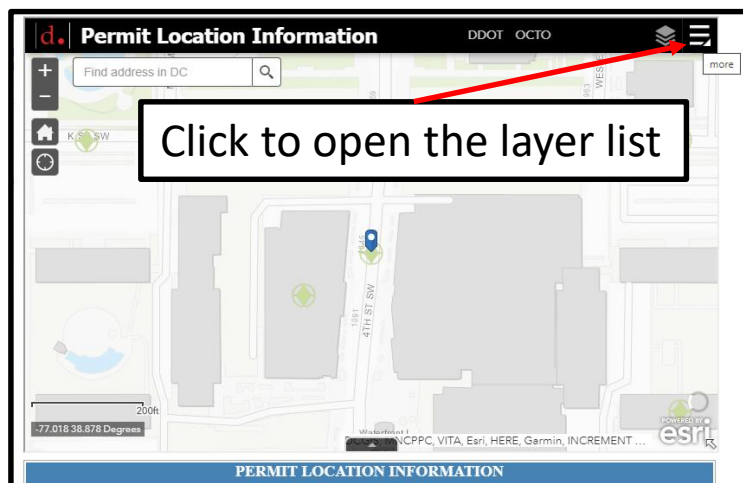
| Multi Meter ID | Multi-Space Meter? | Parking Spaces | Side of Street | Unavailable Dates2 |
|--|--------------------|----------------|----------------|--------------------|
| <input type="checkbox"/> 60640891 | Yes | 1 ▼ | West | |
| <input checked="" type="checkbox"/> 60640892 | Yes | 3 ▼ | East | |

Previous Cancel Save and come back later Next



Submitting the Application: Confirming Meters in TOPS

- If needed you can confirm the meter numbers using the online map tool in TOPS.
- Open a separate window (tops.ddot.dc.gov). Do not log in again.
 - You can use the Public Space Permit Lookup Tool link at the bottom of the home page.
 - Enter the same location information in the search box.
 - When the map opens, open the layer list and make sure meters are turned on.
 - Select the meter you want to check. Click the arrow on the right. The meter number appears on the jump page.



Submitting the Application: Curbside Restrictions

- For the purposes of this permit, you can leave all these selections as “No”
- Remember: Zones must be located in legal parking spaces!!!

The screenshot displays the 'Restrictions' page of the District of Columbia's Transportation Online Permitting System (TOPS). The page title is 'Restrictions' with the subtitle 'Will you block any of the following:'. A yellow note states: 'Note: If you select "Yes" or "Not Sure" a review may be required.' Below this, a table lists various restrictions with radio button options for 'Yes', 'No', and 'Not Sure'. All 'No' options are selected. The restrictions listed are: Rush Hour, Fire Hydrant, Bus Stop, Drop Off/ Lay By, Drive Way, Loading Zone, Snow Route, Street Cleaning, Metro Entrance, Utility Access (e.g. Manhole), Capital Bike Share, Car Sharing Parking, Furniture/Fixtures, and Zipcar. To the right of the restrictions table is an 'Application Summary' box containing the following information: Tracking Number: 10784504, Status: Incomplete, Event Type: Restaurant Curbside Pickup, Location: 900 - 1199 BLOCK OF 4TH STREET SW, Requested Dates: 03/27/2020 - 05/25/2020, Requested Days: Thu Fri Sat 5:30PM-9:00PM, Application Creation Date: 3/27/2020 8:34 AM, Total metered parking space: 3, and Total Non-metered parking space: 0. At the bottom of the form, there are buttons for 'Previous', 'Cancel', 'Save and come back later', and 'Next'. The browser's address bar shows the URL: tops.ddot.dc.gov/DDOTPermitSystem/DDOTPermitOnline/OPA/Select_Restrictions.aspx?f=4.00. The Windows taskbar at the bottom shows the time as 8:46 AM on 3/27/2020.

| Restriction | Yes | No | Not Sure |
|--------------------------------|-----------------------|----------------------------------|-----------------------|
| Rush Hour: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Fire Hydrant: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Bus Stop: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Drop Off/ Lay By: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Drive Way: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Loading Zone: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Snow Route: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Street Cleaning: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Metro Entrance: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Utility Access (e.g. Manhole): | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Capital Bike Share: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Car Sharing Parking: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Furniture/Fixtures: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Zipcar: | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

Submitting the Application: Documents

- There are two documents required (the system only accepts pdf and jpg files)
 - The list of Restaurants on that side of the block
 - Save your word document as a pdf and upload
 - Where the parking spaces are
 - Use Google Street View or other screen shot that accurately depicts the zone and convert to a jpg file.

Transportation Online Permitting System

DC .gov

Documents Upload

Please upload all required documents. Your application will not be reviewed until you submit all required documents. You may upload multiple documents for each category. The system will accept pdf, tif, jpg, png, gif and svg for photos and only pdf, tif for all other types of documents. The size must be below 20 MB for each file. You may upload multiple documents for each category. The system will accept pdf, tif, jpg, png, gif and svg for photos and only pdf, tif for all other types of documents. The size must be below 20 MB for each file.

Restaurant Curbside Pick Up-Participating Businesses
List all participating Restaurants and their addresses in this document.

Document:

Restaurant Curbside Pick Up Sign Posting Locations
Show the location where you intend the curbside pickup parking for participating Restaurants. The allowed length for this event type is 3 car parking (66 feet).

Document:

Application Summary
Tracking Number: 10784504
Status: **Incomplete**
Event Type: Restaurant Curbside Pickup
Location: 900 - 1199 BLOCK OF 4TH STREET SW
Requested Dates: 03/27/2020 - 05/25/2020
Requested Days: Thu Fri 5:30PM-9:00PM Sat
Application Creation Date: 3/27/2020 8:34 AM
Total metered parking space: 3
Total Non-metered parking space: 0

Submitting the Application: Fees and Permittee

- All fees will be waived, including meter fees.
- The permittee must be a BID, CID, Main Street, or ANC.
 - Restaurants will not get individual zones.

The screenshot shows the 'Estimated Permit Fee Summary' page of the d.TOPS system. The header includes the d.TOPS logo, 'District of Columbia Transportation Online Permitting System', and the DC.gov logo. A navigation bar contains links: 'Apply for a Permit', 'Kiosk Locations', 'Map/Info Lookup tool', 'FAQ', 'Public Space Fees', 'Search Permit Application', 'Others', and 'Sign-out'. Below the header, the page title is 'Estimated Permit Fee Summary'. A note states: 'This may not be the final fee/deposit amount. The final fee/deposit will be calculated based on your final selection of dimension and other factors.' An 'Important Note' in yellow text says: 'All fees and deposits, including meter fees, for this permit type will be waived by Permit Office.' A table lists the following fees: Application Fee: \$0.00, Permit Fee: \$0.00, Meter Fee: \$409.50, Public Inconvenience Fee: \$0.00, and Work Zone Deposit: \$0.00. At the bottom are 'Previous', 'Cancel', and 'Next' buttons.

| | |
|---------------------------|----------|
| Application Fee: | \$0.00 |
| Permit Fee: | \$0.00 |
| Meter Fee: | \$409.50 |
| Public Inconvenience Fee: | \$0.00 |
| Work Zone Deposit: | \$0.00 |

The screenshot shows the 'Permittee Information' form. At the top, there is a checkbox labeled 'Same as current user' and two links: 'Add Existing Permittee' and 'Add New Permittee'. A yellow highlighted instruction states: 'If you need to change any information below, please go to Edit Profile.' The form contains the following fields and values: First Name: Matthew, Last Name: Marcou, Address: 2000 14th St NW, City: Washington, State: DC, Zip Code: 20009, Phone: 2024781448 (with a note '(numbers only)'), and Email: matthew.marcou@dc.gov.

☒ Same as current user [Add Existing Permittee](#) [Add New Permittee](#)

If you need to change any information below, please go to [Edit Profile](#).

First Name: * Matthew
Last Name: * Marcou
Address: * 2000 14th St NW
City: * Washington
State: * DC
Zip Code: * 20009
Phone: * 2024781448
(numbers only)
Email: matthew.marcou@dc.gov

Approved Permits: Sign Printing, Posting, and Registration

- Once approved print the signs from the kiosks at MPD stations.
- Post the signs at the approved location.
 - Follow the posting instructions on the back of the signs.
- Once posted, register the signs with DPW for enforcement.
 - This can be done online in TOPS using photos taken in the field when you post the signs.

To report any misuse of public space please contact the Office of Unified Communication at 311 or in case of an emergency contact 911.

**EMERGENCY
NO PARKING**

Dates Restricted
03/26/20 to 05/23/20

Days Restricted
MON TUE WED THU FRI SAT SUN

Hours Restricted
4:30 PM to 8:30 PM

Location: 4908 - 4999 BLOCK OF WISCONSIN AVENUE NW

Total Parking Spaces On The Block: 2 **Permit #:** PA10784303

Reason: RESTAURANT CURBSIDE PICKUP

Permittee's Name: TENLEYTOWN MAIN STREET
Permittee's Tel: (202) 362-1815 Date Printed: 3/27/2020
Owner's Name: TENLEYTOWN MAIN STREET
Owner's Tel: (202) 362-1815 Sign No: PA10784303 - (1 / 2)

If Towed call DPW at 202-541-6083

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT DEPARTMENT OF TRANSPORTATION

PROCESS FOR VERIFYING PARKING SIGNS

Once you receive and post your Emergency No Parking/Reserved Parking (ENP/RP) signs, you must contact the Department of Public Works (DPW) to verify your signs are properly posted. Online photo verification is available through the Transportation Online Permit System (TOPS) (<https://tops.ddot.dc.gov>). A minimum of three photos are required. See examples below.

1. A close up photo of the actual ENP/RP sign (close enough to clearly see the language on the sign).
2. A photo taken from the opposite side of the street to get a view of the landscape, curb space and buildings in the background. Posted sign should be included in the photo.
3. A photo of the building address associated with the sign. A street sign is acceptable if address is not available or not applicable.

You may also contact DPW at (202) 541-6083 to request in field sign verification, Monday - Saturday, 7am - 7pm. Either phone or online verification is required. You do not need to do both.

Your signs must be posted 72 hours before your event in a residential area; and 24 hours before your event in a commercial area. If your signs are removed or torn down before the 72 hours' or 24 hours' notice period expires, you must immediately re-post the ENP/RP signs for compliance. After the notice period has been fulfilled (72 hours for residential, or 24 hours for commercial area), an enforcement officer with DPW will ticket and tow all vehicles not in compliance with the posted ENP/RP notice.

THE CORRECT WAY TO POST YOUR ENP/RP SIGNS:

- Signs MUST be visible to drivers, facing the street.
- Signs may be posted with either tape or with string (as shown); cannot be stapled or permanently affixed.
- If posting on a parking meter, sign MUST be posted beneath the meter, on the pole.
- Plastic page covers may be used for protection of signs during inclement weather provided they do not obscure the visibility of the signs.
- Signs must be printed from TOPS

THE INCORRECT WAY TO POST YOUR ENP/RP SIGNS:

- Signs may NOT cover the meter face (as shown).
- Signs may not be duplicated or defaced in any manner (as shown).
- Signs may NOT be handwritten (as shown).
- Any information missing on the sign deems it invalid.
- Do not post signs to live trees.

CONDITIONS FOR POSTING SIGNS IN PUBLIC SPACE:

- Signs prohibiting or reserving parking shall be posted at least 24 hours in advance in commercial areas and at least 72 hours in advance in residential areas. (18 DCMR § 2407.24)
- A fine of \$25 per day, per sign will be imposed if the sign is not removed after the expiration date. (18 DCMR § 2407.16)
- Any person who posts an unauthorized sign or removes an authorized sign is subject to a fine of \$100 per day that the unauthorized sign remains installed; or the authorized sign remains removed. This can also include additional costs for removing the unlawful sign or reinstalling an authorized sign. (18 DCMR § 2407.17)
- Any person vandalizing or defacing a sign will be subject to a civil fine of \$100 for the 1st violation, \$200 for the 2nd violation, and \$400 for the 3rd and subsequent violations. (18 DCMR § 2407.18)

d. DISTRICT DEPARTMENT OF TRANSPORTATION

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Contacts For More Information

- Elliott Garrett, Public Space Manager
 - Elliott.garrett@dc.gov, 202-671-2801
 - Questions regarding permits
- Walter Graham, Customer Relations Manager
 - Walter.graham@dc.gov, 202-535-2699
 - Questions regarding accounts and printing at kiosks
- Matthew Marcou, Associate Director
 - Matthew.marcou@dc.gov, 202-359-6497

Please feel free to reach out to any of us with questions or for more information.



District Department of Transportation