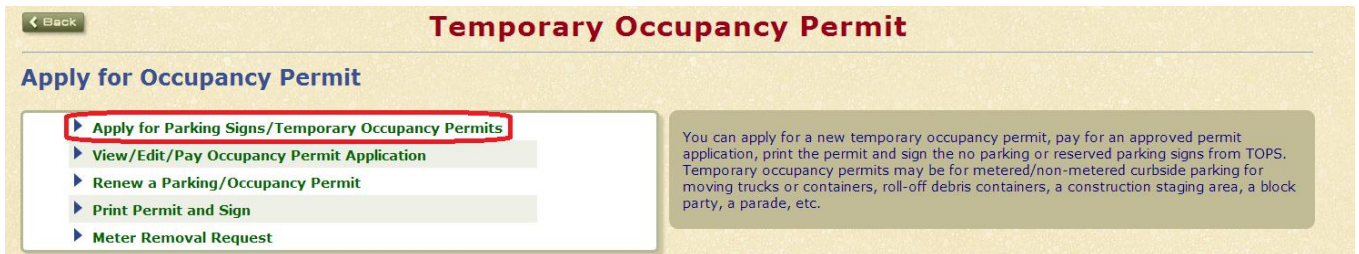District Department of Transportation

Applying for PARK(ing) Day in TOPS

1. Navigate to the [Transportation Online Permitting System (TOPS) homepage](#).

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

4. Click **"Apply for Parking Signs/Temporary Occupancy Permits"**

5. For event type, click the button for **"Other Special Events"**
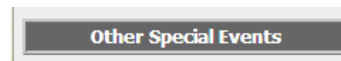
6. Enter the closest street address for your pop-up park and, when prompted, describe the actual location along the curb (this is particularly important if your space is managed by a multi-space meter).

7. Select September 16, 2016 as both the Start Date and End Date. Select 9:00AM for the start time and 4:00PM 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.**

8. 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" signs.
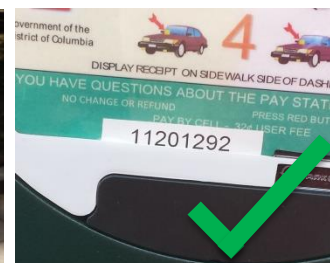
Incorrect: the 5-digit parking zone # (left).

Correct: the 8-digit meter ID # for both single space and multi-space meters (above).

9. 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** – 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.

   b. **Site Design** - provide a sketch of your proposed pop-up park and how it will be laid out based on the template attached to the PARK(ing) Day event guidelines. Include any items or design elements that will be placed on the site and allow for a 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.

   c. **PARK(ing) Day Release Form** – 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 DISTRICT OF COLUMBIA, A MUNICIPAL CORPORATION as the certificate holder. More information on DDOT insurance requirements can be found here.

   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 actually attach it to your permit application.

10. Under Permittee/Owner information type **"PARK(ing) Day 2016"** for the event name, then provide the necessary contact information.

11. After submitting the application, TOPS will provide a tracking # and assign the application to a permit technician. 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.

12. 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.

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