

**BICYCLE RACK REVIEW APPLICATION
RIGHT OF WAY UNIT
PAGE 1 OF 2**

Date: ____ / ____ / ____

BUSINESS INFORMATION (PLEASE PRINT)			
Business name:		For resubmissions ROW Unit Log No 20 ____ - ____	
Contact Person Name: First	Middle	Last	Suffix
Phone number:		Email:	
Address (include State Route numbers):			
Additional Street Frontages (include State Route numbers):			
OWNER INFORMATION (PLEASE PRINT)			
Contact Person Name: First	Middle	Last	Suffix
Address:			
Phone number:		Fax number:	
Company:		Email:	
DESIGN PROFESSIONAL (PLEASE PRINT)			
<i>Note: Plans not prepared by a design professional are subject to a 90-day review and site inspection period.</i>			
Design Professional Name: First	Middle	Last	Suffix
Address:			
Phone number:		Fax number:	
Company:		Email:	
Relationship to Owner (Circle one) Architect / Landscape Architect / Engineer			
APPLICATION QUESTIONNAIRE & SUBMISSION CHECKLIST			
Included	Approved	Rejected	<i>The following information is REQUIRED for all submissions to the Streets Department, Technical Services Counter, for review and approval. Applications not meeting the criteria below will be deemed Administratively Incomplete and returned to the applicant.</i>
			One (1) Completed Plan Review Application
			Three (3) full sized paper plans, meeting the requirements listed below
			One (1) CD, including all submission materials in PDF format

PROPERTY OWNER CERTIFICATION

I hereby certify that I am the owner/property manager for the above referenced property. I hereby grant permission for the installation of bicycle racks within the public right-of-way abutting my property. By signing this agreement, I agree to release, indemnify, and defend the City from all damages or claims for damages, which may arise by reason of the installation of the bicycle rack(s). I recognize that the responsibility for this/these bicycle rack(s) remains with me or my firm unless expressly transferred with the property after its sale, transferal, etc.

Signature of Property Owner: _____ Date: _____

**BICYCLE RACK REVIEW APPLICATION
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PAGE 2 OF 2**

Included	Approved	Rejected	<i>BICYCLE RACK REQUIREMENTS</i>
			<p>Submit an aerial view Site Plan, which:</p> <ul style="list-style-type: none"> • Dimensions all items in the right of way that require Streets Department review and approval, and includes length, width, height, and distances from curb and property line. • Identifies and labels either "PROPOSED" or "EXISTING". • Is drawn to a minimum scale of 1/8 inch per foot or 1/10 inch per foot. • Includes all required information on the same drawing. • Is of a professional quality.
			Show curb-lines (including corner radii), right of way, and property lines.
			Provide roadway information in accordance with Standard Detail PP0101 (Roadway Symbols and Abbreviations Standard)
			Show all existing encroachments at the project location, including those at adjacent properties. Some examples of sidewalk encroachments are transit stops, lay-by lanes, driveways, trees, fire hydrants, inlets, traffic signs and signals, poles with streetlights, manholes, steps, ventilation grates, valve boxes, sewer vents, egress wells, bike racks, honor boxes, bus shelters, and etc.
			Include on the plan(s), design details or product cut sheets for each bicycle rack proposed. The method of installation, including paved surface on which the rack will be mounted, must be included with the detail.
			Provide surface sufficient for one approval stamp (5" w x 4" h stamp is typical)
			<p>Include the following mandatory notes:</p> <ul style="list-style-type: none"> • The property owner accepts responsibility for the removing of any abandoned bicycles, bicycle locks or chains on a regular basis, and keeping said area in a neat and clean condition. They further accept they will perform routine inspection of bicycle rack(s) and keep them in good visual condition. • Corporate logos contained within the design of the bicycle rack are prohibited from installation without City Council Ordinance. • Bicycle racks fabricated in a one-off fashion require approval of the Philadelphia Art Commission prior to obtaining Streets Department approval. • Bicycle racks must enable the bicycle frame and one wheel to be locked to the bicycle rack with a standard "U Lock." • Bicycle rack frames will be resistant to destruction, cutting, disassembly, etc. with standard hand-held tools, and will be coated with a non-rusting coating material. • Bicycle racks must be surface bolted to a concrete substrate using at least 4 anchor bolts per 42" of linear space if not free-standing. • Bicycle rack placements should never reduce the walking zone to less than 6 feet. • Approval for all other encroachments, street furniture, driveways, and parking lot layouts must be obtained by the Streets Department Right of Way Unit by a separate application.
			Plans should be prepared, signed, and sealed by a design professional licensed in the Commonwealth of Pennsylvania. Plans <u>not</u> prepared accordingly will be subject to a 90-day review and site inspection period, in order to verify the accuracy of the submitted plan.
			Include a minimum of two (2) photographs showing the existing conditions at the site. The photographs shall provide a parallel and perpendicular view of the location relative to the roadway/sidewalk.

Due to the complexity of some applications, the City reserves the right to require additional information.

City of Philadelphia Streets Department

Bike Rack Installation Guide



Bike Rack Permit Requirements:

Bike rack permits are required for all bike racks installed in the public right of way. Not all locations are suitable for bike rack installation. Please refer to the information within guide for specific dimensions and spacing requirements. This document pertains directly to those racks placed in the public Right of Way. Bike racks placed on private property or within parks or other spaces are subject to those regulations that govern those spaces.

How to apply:

Fill out the Bicycle Rack Review Application and return all items listed in this checklist in paper copy as listed below.

Bike Rack Application Checklist:

Please make sure your application for bike rack includes all of the following items:

- ____ City of Philadelphia Bike Rack Review Application, completed and signed by property owner. (This will become your permanent permit.)
- ____ Three (3) full-sized, paper site plans that fulfill the requirements listed on Page 2 of 2 of the Bicycle Rack Review Application.
- ____ A minimum of two (2) photographs that fulfill the requirements listed on Page 2 of 2 of the Bicycle Rack Review Application.
- ____ One (1) CD, including all submission materials (including mandatory notes, as outlined on Page 2 of 2 of the Bicycle Rack Review Application) in PDF format.

Note: Bike racks must be designed and installed to must comply with guidelines found in this document.

Completed request forms should be hand-delivered to:

City of Philadelphia, Streets Department Right of Way Unit
1401 John F. Kennedy Blvd., Room 960
Philadelphia, PA 19102

What to expect:

Bike rack plans should be prepared, signed, and sealed by a design professional licensed in the Commonwealth of Pennsylvania. Bike rack plans *not* prepared accordingly will be subject to a 90-day review and site inspection period, in order to verify the accuracy of the submitted plan. The Streets Department will send inspectors on a regular basis to make sure that the bike rack location meets installation guidelines. Once the site is inspected, and assuming it meets the guidelines, the property owner will be issued a permit for installation, at which point the approved bike rack may be installed. After the bike rack has been installed, you must notify the Streets Department Right of Way Unit and final inspection and issuance of the permanent permit will occur. This permanent permit is to be kept on file and presented at the request of any City agency. If at any point, changes occur to the bike rack design, or its final location, those must be submitted as a separate application with attached reference to the initial version.

City of Philadelphia Streets Department

Bike Rack Installation Guide



Secure and readily available bicycle parking is one of the features of a bicycle-friendly city. While the City of Philadelphia has provided over 3,000 new bicycle parking spaces throughout the city, the public sector will not be able to meet all demand for bicycle parking. Therefore, much of this demand needs to be met by private individuals and businesses. In 2010, the Philadelphia Streets Department and Office of Transportation & Infrastructure Systems (OTIS) worked with City Council to streamline the process of private bike rack installation in the public right of way. This document is intended to clarify some of the provisions of the City of Philadelphia Bicycle Parking Regulations published on May 17, 2010 and to provide extra guidance for the installation of bike racks other than U-shaped bike racks.

General Guidelines for Bike Rack Selection:

The Philadelphia Streets Department will issue permits for bike racks that fall within Standard design parameters outlined below. Racks that are designed and produced in an artisan or one-off fashion are subject to the jurisdiction of the Philadelphia Art Commission.

Standard Bike Racks:

Standard bike racks are those that are produced by licensed and insured commercial vendors in quantities greater than 10 and that are designed to park a bicycle parallel to the longest axis of the bike rack. *Note that not all bike racks produced by all vendors are permissible in the Right of Way.* The most common type of bike rack is the standard “Horse shoe” or “Inverted U”. These bike racks are characterized by a single loop of tubular steel shaped generally like an upside-down letter U. Dimensions are generally between 32 – 42” in height and 24 – 32” wide. The profile may vary, but this type of bike rack is characterized by 2 separate anchor points fastened to the substrate with mechanical or glue in anchors. Tubing may be round or square, and diameter varies from 1.5” to 2.75”. Installation may be performed by property owners or contractors hired for the purpose within the parameters outlined in the Bicycle Rack Review Application.

Minimum Standards for Standard Bike Racks:

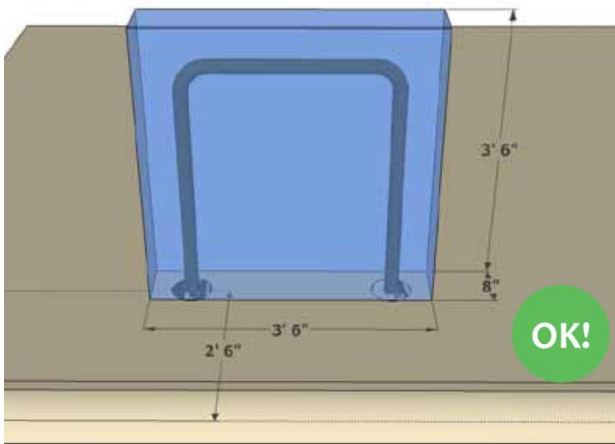
Standard Bike racks must:

- Fit in an envelope no larger than 42” long x 42” tall x 8” wide.
- Support a bicycle upright by its frame in 2 places.
- Prevent the wheel of the locked bicycle from tipping over.
- Enable the bicycle frame, and at least 1 wheel, to be locked to the bike rack with a standard “U lock”.
- The rack frame should be resistant to destruction, cutting, disassembly, etc. with standard hand-held tools such as wrenches, pry bars, pipe cutters, and saws.
- Bike racks should be coated with a non-rusting coating of paint, powdercoat, galvanization, etc.
- Bike racks must be affixed to the surface in one of the following appropriate manners:
 - Bike Racks must be installed on the surface of a concrete or solid stone substrate and fastened with corrosion resistant anchors. Mechanical anchors or glue-in anchors are permitted. Anchors must be at least 3/8” in diameter and 3” in length.
 - For racks with a maximum horizontal length of 18”, at least two (2) anchors are required. For racks over 18” in horizontal length, at least four (4) anchors are required.

- For any other substrate (brick, cobblestone, grass, asphalt etc.), bike racks must be installed on a poured concrete pad at least 24" in width x 30" in length x 4" in depth, and bolted into place as explained above.
- Corporate logos contained within the design of the rack are prohibited from installation without City Council Ordinance.
- Bike rack placements may never reduce the walking zone of the sidewalk to less than 6'.

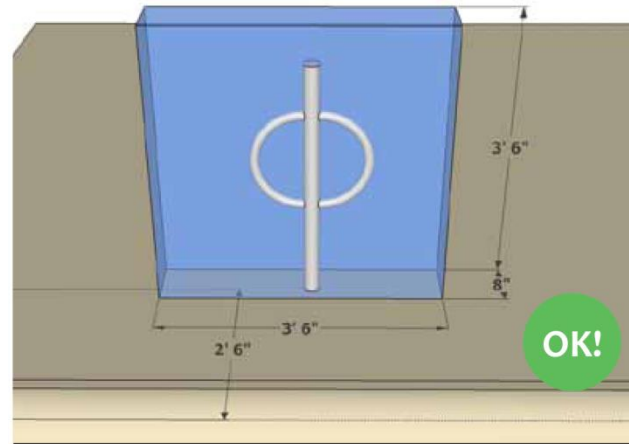
Standard U-Rack:

Fits within envelope (42"x42"x8")
Appropriate setback from curb (30")



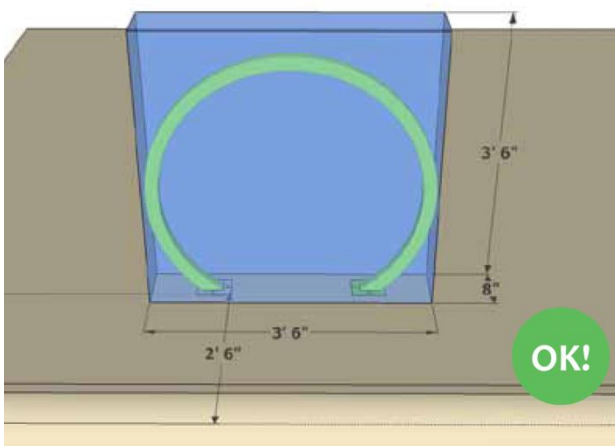
Small Sculptural Rack

Fits within envelope (42"x42"x8")
Appropriate setback from curb (30")



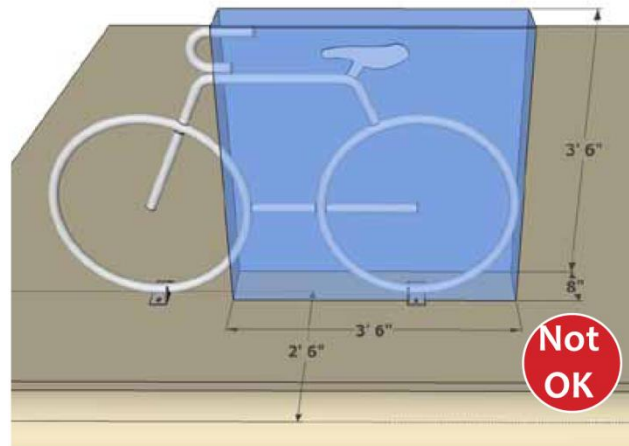
Other Standard Shape Rack:

Fits within envelope (42"x42"x8")
Appropriate setback from curb (30")



Large sculptural rack:

DOES NOT FIT within envelope (42"x42"x8")
Not suitable for standard sidewalk installation



Additional Bike Racks That Are Not Recommended:



This bike rack does not meet the minimum standards listed on the previous page. Because the bike rack structure is short, it cannot support an upright bicycle in two places. Due to its low-to-the-ground design, it does not enable a bicycle's frame and at least one wheel to be locked to it. Additionally, this bike rack is a trip hazard for pedestrians.



This bike rack does not meet the minimum standards listed on the previous page. This bike rack exceeds the 42" maximum length. Additionally, it does not enable a bicycle's frame and at least one wheel to be locked to it.

City of Philadelphia Streets Department

Bike Rack Installation Guide



Locations:

Good bike rack placement allows for easy access to the bike rack by bicyclists without impeding other users of the right of way and without placing the bicycle or bike rack in undue risk from moving traffic. It is recommended that most bike racks be placed in the street furniture zone, which is the name for the area extending from the edge of the curb to approximately 42" inward towards the property line where street signs and utility poles are generally located. Bike racks should be placed so that the streetward side of the bike rack is 30" from the edge of the curb. This provides enough space for a bicycle to be parked on the street side. Bike racks placed in a row along the curb should be placed at least 4' apart in order to provide sufficient clearance to walk between parked bicycles. In certain circumstances, the ideal location may be closer to the building line, particularly in cases where staircases or doorways create under-used space next to a building.

- **Installations in the Street Furniture Zone:** Bike racks should be installed at least 28" from the curb and no more than 36" with the optimal distance being 30". Bike rack installation shall be such that when bicycles are locked to the bike rack, the walking zone of the sidewalk shall not be narrowed to less than 6'. Bike racks should be spaced at least 4' apart to provide access between them when in use.

- **Installations in the Building Zone:** Bike rack installation is permitted within the building zone provided that bicycles locked to the bike rack do not protrude farther than the maximum extension of the building, its stairs, railings, etc. into the sidewalk. A walking zone of at least 6' shall be maintained. However, certain circumstances may require greater walking clearance as determined in the Complete Streets Handbook: <http://www.phila.gov/green/pdfs/CompleteStreets.pdf>.



Sidewalk zones (above) defined:

- **Building Zone (4.4.1):** The transition area between the property line and sidewalks where awnings, stairs, storefront displays, and other building elements intrude into the sidewalk.
- **Walking Zone (4.3.2):** The clear portion of the sidewalk on which pedestrians travel.
- **Furnishing Zone (4.4.2):** The portion of the sidewalk used for street furniture, trees and landscaping, transit stops, lights, fire hydrants, and other furnishings.

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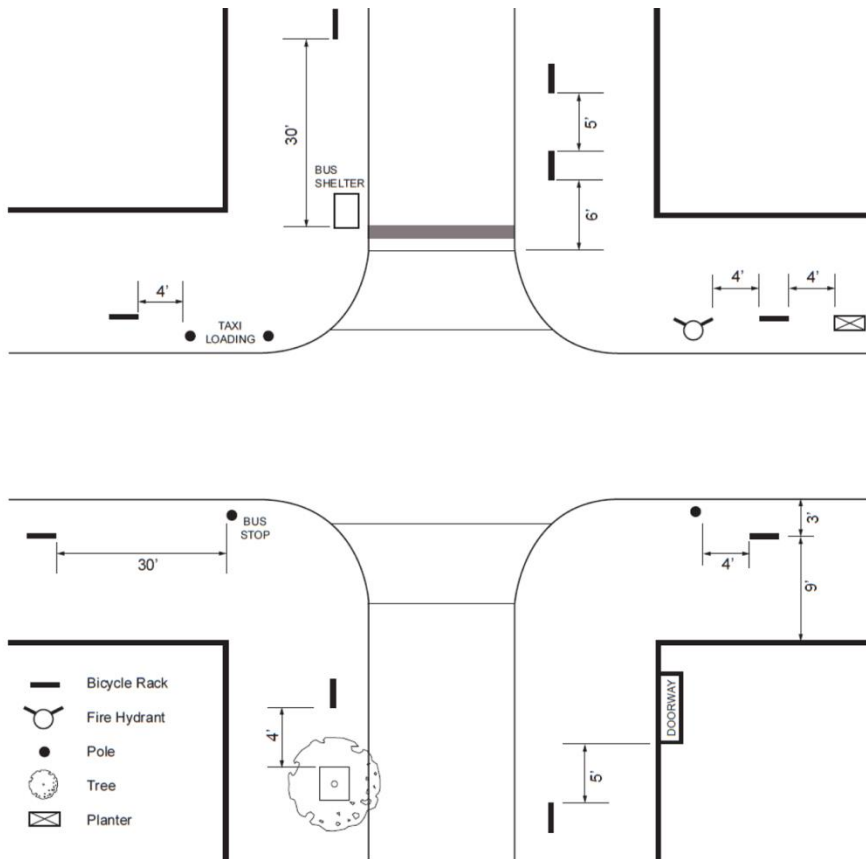
Bike Rack Installation Guide



Clear Space:

As required by the City of Philadelphia Complete Streets Handbook, the minimum clear space for foot or wheelchair traffic is 6'. However, in high-traffic areas, the minimum clearance may be 8' or greater. Clearance measurements are taken with a standard bicycle parked against the bike rack. Practically, this means that most sidewalks measuring 9' wide or less are unsuitable for bicycle parking in the public right of way. On busy sidewalks, this requirement for clear space may be increased depending on other factors such as commercial uses, pedestrian flows, and adjacent features. Please refer to the attached diagram for illustrations of many of these obstructions. Bike racks must provide 4' clearance to utility access, trees, fire hydrants, street poles, bus stops, etc. Bike racks should not be placed within 5' from the center line of any doorways. If you have questions about the suitability of your location for a bike rack, refer to information provided in the Complete Streets Handbook: <http://www.phila.gov/green/pdfs/CompleteStreets.pdf>.

Bike Rack Spacing Guidelines:



- * All dimensions identified are expressed as minimums
- ** Bicycle racks are a standard 2'6" in length
- *** Clearance for bicycle racks is 45' for articulated bus routes.

Bike Rack Installation Guide



Artistic or Sculptural Bike Racks:

Bike racks other than standard style bike racks are allowed according to City of Philadelphia code, Chapter 12-800, Bicycle Regulations and Penalties . Installation of any bike rack that does not meet the guidelines listed on Pages 2 – 3 or a bike rack that is fabricated in a one-off fashion requires review of the Philadelphia Art Commission prior to obtaining Streets Department approval. These bike racks must be signed by a Pennsylvania Licensed Professional Engineer or submitted to the Streets Department for review to assure safety, structural integrity, and location suitability. These may only be permitted on a case-by-case basis.

Non-standard Bike Rack Configurations:

Non-standard bike rack configurations must be reviewed by the Streets Department Right of Way Division and individually approved. They are not suitable for all locations, but they can provide useful alternatives to the standard configuration of bike racks. In areas with large sidewalk spaces (12' and wider), it may be appropriate to orient racks in a way to maximize bicycle parking along a curb line. In these cases, bike racks may be designed or installed such that locked bicycles are not parallel to the curb line. Bike racks may be designed to be free-standing, or they may require anchor bolts to prevent them from tipping over. These bike racks may be permitted on sidewalks, on other rights of way greater than 12' in width, or where their installation will not substantially reduce the walking space available for pedestrians. These bike racks are appropriate for large sidewalks or in spaces that are out of the typical flow of pedestrian traffic, such as in alcoves or set-aside spaces separated from pedestrian flow by stairways, retaining walls, plantings, etc.

Bike racks placed at an angle to the curb line must meet the following criteria:

- Prevent the wheel of the bicycle from tipping over.
- Enable the frame, and at least 1 wheel, to be locked to the rack with a standard “U lock”.
- The frame should be resistant to destruction, cutting, disassembly, etc. with standard hand-held tools such as wrenches, pry bars, pipe cutters, and small saws.
- Bike racks should be coated with a non-rusting coating of paint, powder coat, galvanization, etc.
- Bike racks must be affixed to the surface in one of the following appropriate manners:
 - Bike Racks must be installed on the surface of a concrete or solid stone substrate and fastened with corrosion resistant anchors. Mechanical anchors or glue-in anchors are permitted. Anchors must be at least 3/8” in diameter and 3” in length.
 - For racks with a maximum horizontal length of 18”, at least two (2) anchors are required. For racks over 18” in horizontal length, at least four (4) anchors are required.
 - For any other substrate (brick, cobblestone, grass, asphalt, etc.), the bike rack must be installed on a poured concrete pad at least 24” (w) x 30” (l) x 4” (d) and bolted as described above.
 - Corporate logos contained within the design of the bike rack are prohibited from installation without City Council Ordinance.

- Bike rack placements should never reduce the walking zone to less than 6'.

City of Philadelphia Streets Department

Bike Rack Installation Guide



Example: U-racks placed on an angle:

An example of an alternative installation for a bike rack is the U-rack placed on an angle. This type of installation has proven successful at various locations including at 1515 Arch Street.

Important considerations for this type of installation include:

- Bike racks placed at 45 degrees from perpendicular to the curb line require at least 42" between each bike rack on installation.
- Bike racks must be moved further back from curb line to at least a 34" setback.
- Sidewalk walking zone space must not be reduced to less than 6'. This should be calculated with bicycles parked on the bike rack.
- Parked bicycles occupy 6' of linear space along the long axis of the bike rack. This should be used as a baseline for calculating the remaining walking space.

