Procedure for Requesting a Loading or Standing Zone

Email a letter to brad@chicago47.org addressed to Alderman Pawar with the following:

- State the Nature of your business establishment
- Explain the Purpose for a loading or standing zone
- Exact Location (address and other description if necessary)
- Length in feet
- Days & Hours of operation
- Billing contact information: name, address & phone
- FEIN (Federal Employment Identification Number)

The pricing calculation is:

- $110 per sign for installation
- $110 per year for 20 feet
- $50 per foot beyond 20 feet
- $1000 to move meter box

If your request is approved, we will introduce City Council ordinance and the signs go up usually within two months. An invoice from the city will be sent to the contact address and must be remitted prior to approval of sign installation.

Brad Gregorka
47th Ward Alderman Pawar’s Office
4243 N. Lincoln Avenue
Chicago, IL 60618
voice: 773-549-2745
e-mail: Brad@Chicago47.org
Loading Zone vs. 15-Minute Standing Zone vs. 15-Minute Metered Parking Area

Requests for loading zones and standing zones require an application by the business owner and an annual fee for the signs.

Loading zones are more commonly used for businesses and institutions that need an on-street spot for loading and unloading commercial delivery vehicles. The days of the week and hours of operation are posted on the sign; outside of these hours, any vehicle can park there (abiding by any other posted restrictions including paying for parking). Although loading zones are technically designated for commercial vehicles only, they are typically used by customers as well making a drop-off or a quick transaction inside the business. If a vehicle is "parked" in this zone during the times of operation (i.e., where there is no evidence of loading or unloading), the vehicle is subject to a traffic citation.

The 15-minute standing zone with flashers is meant for short-term customer parking with the vehicle's flashing lights turned on. There is usually no parking meter in this scenario and anybody can park in the zone outside the times of operation as posted on the signs.

Changing a metered parking area to 15-minute maximum is another way to increase parker circulation in front of a particular business. Unlike the two zones above, a business does not have to pay for a metered parking change in operations but simply get the approval from the appropriate chamber of commerce.