

Office of the City Engineer

John C. Rooney, P.E.
Assistant Commissioner of Public Works/
City Engineer



City Hall
730 Washington Avenue
Racine, WI 53403
262.636.9191
Fax: 262.636.9545

Policy on Loading Zones Area Privilege Permits

Existing Regulations

- A. Loading Zones (area privileges) are created under Article III, Division 3 of Section 94 of the Municipal Code.
- B. Application procedure (94-162). A person or business desiring a loading zone may apply at the office of the City Engineer. The completed application is to be returned to the office of the City Engineer and accompanied by the footage fee. All area privileges expire on December 31. The normal procedure for approval is submission of the application, and approval by the City Engineer.
- C. Costs (94-163). Applicants are charged for materials (signs, pipe, block, brackets, labor and vehicles) required to install Loading Zone signs. In addition to this installation fee, there is a footage fee (see "B" above) assessed to all applicants except: schools, churches, hospitals and charitable institutions devoted to or which furnish free services to disabled persons.

The footage fee is paid at time of application; the installation charge is made after installation.
- D. Hours of use (94-165). The code has established hours for Loading Zones as 9 AM to 6 PM, except Sunday and Holidays.
- E. Types of Zones (94-161) are "Limited" and "Unlimited." The "Unlimited" zone has signs that are in place at all times, the "Limited" zone is in effect only during those times when signs are set up (this type of zone normally has signs which are attached to portable stands).

Points of Clarification

A. Location

The zone will normally be established abutting or as close as practical to the applicants' place of business.

B. Size

Typical size for a loading zone is 22' (feet).

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Policy on Loading Zones (cont'd)
(Area Privilege Permits)

C. Use of Zone

- Delivery/pick-up of people (church, medical related).
- Delivery/Pick-up of material (grocery stores, print shops, flower shops, manufacturers, etc.).

D. Parking in a Loading Zone is permitted only temporarily and while engaged in loading and unloading activity. A vehicle parked for more than 15 minutes in a Loading Zone with no loading activity is subject to being cited.

E. Limitations of Use

A loading zone, established on a public street, is available for use by any business, individual, and for any purpose; its use is not limited to vehicles associated with the applicant.

F. The cost of a loading zone cannot be avoided by requesting a "No Parking Zone" instead of a "Loading Zone."

G. Reasons for Denial or Revocation

Requests for Loading Zones may be denied due to:

- Type of business.
- The zone effect on traffic flow, etc.
- Non-payment of charges.
- Use as a parking area by the business or customers.
- Change in type of occupancy in the buildings originally associated with the zone, etc.

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Application for Area Privilege Permit

Date: _____

Fee: _____

Receipt No: _____

The undersigned hereby applies for an Area Privilege Permit as set forth under Section 27.21.020 of the Municipal Code of General Ordinances of the City of Racine.

Name of Applicant: _____

Home Address: _____

A Corporation Partnership Sole Trader

If a corporation, list the names and addresses of the principal officers:

President: _____

Vice-President: _____

1. Location of Loading Zone: _____

2. Use of Building: _____

3. Reasons for Need of Loading Zone: _____

4. Starting Point and Termination Point: _____

5. Length of Loading Zone in Lineal Feet: _____

6. Limited Zone Unlimited Zone

No signs denoting a loading zone shall be erected without first being inspected and approved as to size, shape and wording by the Traffic Engineer who may furnish and erect loading zone signs to persons at whose premises a loading zone has been authorized by the Council, charging such person the cost price of such sign plus the cost of installation thereof.

Signature of Applicant