



DEPARTMENT OF PUBLIC WORKS

PERMIT FOR CURB LOADING AND/OR PICKUP ZONES

The City Engineer shall not hereafter designate or sign any curb loading zones or pickup zones unless such person makes application for permit. In the event that a permit is granted, it will be mandatory that a temporary traffic regulation change be submitted to the Mayor and City Council of the City of Reading.

Please fill out completely

1. Applicant Name _____

2. Business Name _____

3. Business Address _____

4. Business Phone Number _____

5. Days and Hours of Operation:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

5. Zone location _____

6. Vehicles to use such zones _____

Reason for Request _____

IF A ZONE IS GRANTED, THE FOLLOWING REGULATIONS WILL APPLY:

1. The fee for the installation, maintenance and removal of a curb loading or pickup zone sign is **\$80.00 payable upon request when space is approved**. Checks should be made payable to "City of Reading" and mailed to **City of Reading, Public Works Dept, 503 N 6th St, Reading PA 19601**. All monies received for this purpose will be deposited into the City's General Fund. Such fees are non-refundable.
2. If the space is misused, or in the event the business or organization closes or transfers locations, the zone shall be removed without notice. It is understood that zones may be utilized by the general public for such activity whether or not such activity has a direct bearing on the business or organization.
3. The area shall not be utilized for private parking. Its general use will be in effect during specified times.
4. It must be understood that the fee imposed is for the installation, maintenance and removal of the sign. **You are not buying a parking space**. Any reference to the fact that this zone was "purchased" is cause for the immediate removal of the sign.