



**PARK(ing) Day Application**

**CITY OF ALEXANDRIA, VIRGINIA  
TRANSPORTATION & ENVIRONMENTAL SERVICES  
301 KING STREET, ROOM 4130  
ALEXANDRIA, VA 22314  
703-746-4035  
alexandriava.gov**

**Park(ing) Day Location Address:** \_\_\_\_\_  
**Applicant Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Applicant Email:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_  
**Park/Project Name:** \_\_\_\_\_

**Proposed Project Information (Please Select All That Apply):**

- Metered Parking Space                       Non-Metered Parking Space
- Number of Spaces Requested: # \_\_\_\_\_; Feet: \_\_\_\_\_ (Minimum of 2 spaces required to accommodate buffer area)
- Is there a Bike Lane Adjacent:    Yes / No

**PERMIT DATE SHALL BE: Third Friday in September**                      \*Parklets located east of Washington St between  
**PERMITTED USE HOURS SHALL BE: 9:00 am – 7:00 pm\***                      Cameron and Prince Sts must be removed by 3:30 PM.

**Applicant Must Provide:**

- Sketch showing location. Please provide the entire block to include cross streets. Label and show all streets, bike lanes, parking lanes, meter locations, driveway aprons, fire hydrants or other improvements within the ROW.
- Detailed Sketch showing the layout of your Park(ing) day parklet, this shall include all dimensions, buffer areas and items to be placed within the allowed area. Site Criteria:
  - Speed Limit on street of proposed placement shall be 25 mph or less.
  - No usage of an HOV Lane shall be approved.
  - Proposed spaces shall be a min of 50 ft from an intersection.
  - A minimum of a 10 ft Buffer Zone shall be included along each end and a 2 ft Buffer from travel lane. Edge of the Parking Area shall be highly visible and clearly marked with traffic control devise.

**ALL DRAWINGS MUST BE A MINIMUM SIZE OF 8-1/2" x 11" AND MUST BE LEGIBLE, AND CONTAIN ALL REQUIRED INFORMATION.**

**THE APPLICANT IS SOLELY RESPONSIBLE TO ADHERE TO ALL CONDITIONS ASSOCIATED WITH THIS PERMIT.**

**In lieu of providing a Certificate of Liability Insurance; The applicant voluntarily shall assume all risk(s) or injury(s) to yourself or others, assume all legal liability related to the Park(ing) Day installation, and agrees to indemnify and hold the City of Alexandria harmless, and the City makes no representation or warranty about the suitability of the parking space for this particular usage of the Right of Way.**

*Please initial that you agree to the above statement:* \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Permit Number:** \_\_\_\_\_ **Previous Permit Number:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Comments:** \_\_\_\_\_