



CITY OF ATLANTA

Department of Public Works/Office of Transportation
55 Trinity Avenue SW, Suite 4900
Atlanta, Georgia 30303-3531
Tel: (404) 330-6501 Fax: (404) 658-7085

TEMPORARY PARKING LOT PERMIT PROCESS

PHASE I

1. A complete application package must be submitted to the Office of Transportation. Please note that the City of Atlanta reserves the right to deny incomplete applications.
2. The following should be included in the application package:
 - i. A completed temporary parking lot permit application form (zoning verification to be obtained in-house, by the Department of Public Works);
 - ii. Two site plans, drawn to engineers scale, showing the parking lot layout, parking spaces, width and name of access streets, location of trash receptacle(s), portable restroom(s), permanent sign, informational signs and temporary fencing;
 - iii. If the applicant is the property owner, a copy of the general warranty deed needs to be submitted for ownership verification;
 - iv. If the applicant is not the property owner, a copy of the current management or lease agreement must be submitted (such management or lease agreement should contain the contact information of the owner for verification purposes); and,
 - v. Occupation tax certificate (Business License), pursuant to chapter 30 of the Code of Ordinances of the City of Atlanta.
3. The application package, containing all information defined above, will be submitted to the Office of Transportation, and will be reviewed by the Department of Public Works Commissioner as well as the Atlanta Chief of Police.
4. Upon review, the applicant will be notified whether the application has been approved or is denied.



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TEMPORARY PARKING LOT PERMIT APPLICATION

A COPY OF THE OCCUPATION TAX CERTIFICATE AND THE TEMPORARY PARKING PERMIT MUST BE DISPLAYED FOR PUBLIC VIEWING AT EACH ENTRANCE TO THE PARKING LOT AT ALL TIMES WHILE THE PARKING LOT IS IN OPERATION. IN ADDITION, THE PARKING LOT ATTENDANT MUST HAVE THE ORIGINAL CERTIFICATE PERMIT FOR INSPECTION UPON DEMAND BY THE ATLANTA POLICE DEPARTMENT, CODE ENFORCEMENT, OR OTHER SUCH CITY DEPARTMENT.

FAILURE BY THE APPLICANT/PERMITTEE TO COMPLY WITH THE REQUIREMENTS CONTAINED IN THIS APPLICATION AND/OR THE CITY OF ATLANTA CODE OF ORDINANCES MAY SERVE AS THE BASIS FOR IMMEDIATE REVOCATION OF THIS PERMIT BY THE CITY OF ATLANTA.

Name: _____ Address: _____

Contact phone number: _____ Email: _____

Name in which permit (on business license) is to be issued: _____

Name of property owner: _____

Location of parking lot (Street name & number) _____

Parcel ID: _____ Zoning Classification: _____

Location of each entrance/exit: _____

Number of Standard Spaces: _____ Number of Handicapped Spaces: _____

Total Number of Spaces: _____ Square Footage of Lot/Facility: _____

Number and location trash receptacles: _____

Number and location of portable restrooms: _____

Location of required signage: _____

Date(s) Permit requested: From _____ To: _____

Review and acknowledge whether the lot will meet requirements of Code Section 150-26: _____

(FOR OFFICE OF BUILDINGS OFFICE USE ONLY)

Zoning Classification _____ Land District _____ Land Lot _____ Council District _____ NPU _____

Park-for-hire surface parking lots in this district are either **prohibited** **permitted by right, or** **permitted (by action below)**

Action needed: _____ Rezoning _____ Special Use Permit _____ Special Administrative Permit

Zoning Verification Confirmed:

Planning & Community Development

Staff Reviewer - Print Name/Sign

(FOR DEPARTMENT OF PUBLIC WORKS OFFICE USE ONLY)

The above request for a Temporary Parking Permit (TPP) was **approved** or **denied** on _____

If denial, reason:

Temporary Parking Permit Authorized For Issuance:

Senior Transportation Manager or Designee, DPW

Staff Reviewer - Print Name/Sign

******Temporary Parking Permit Requirements:** The following are some, but not all, requirements as defined by ordinance. It is the responsibility of the applicant to review the ordinance to ensure that they are/remain in compliance with all requirements, at all times while permitted:

- The applicant must ensure that they, or an employee of the applicant, remain on the lot during all times in which the lots is in operation;
- A sign with the dimensions of 30 inches by 30 inches, made of a waterproof material, must be posted at the main entrance and visible from the driver's seat of an entering vehicle. Such sign shall contain the following information:
 - *The name and cellular telephone number of the onsite operator of the facility;*
 - *The name of the permit holder;*
 - *Parking lot permit number;*
 - *Business license number;*
 - *The name of the operator;*
 - *The physical street address of the lot;*
 - *The permit expiration date; and,*
 - *The number of parking spaces permitted.*
- A number of portable restrooms, based upon the number of parking spaces, as follows:
 - *1—50 spaces—3 portable restrooms;*
 - *51—100 spaces—4 portable restrooms;*
 - *101—150 spaces—6 portable restrooms;*
 - *151—200 spaces—8 portable restrooms; and,*
 - *200 spaces and above—10 portable restrooms*
- Roping or fencing to surround the boundaries of the permitted lot and which shall remain in place during the time the lot is in operation;
- A fire extinguisher to be maintained on the premises of the lot by the onsite operator;
- Trash receptacle(s) adequate to ensure the receptacles do not become filled in any manner that causes or allows trash to overflow from the receptacle. It shall be the responsibility of the onsite operator of the lot to see that the lot is free of litter and debris at the end of the time the lot is in operation. It shall further be the responsibility of the onsite operator to properly collect, remove, and dispose of all trash, litter and debris at the conclusion of lot operations;
- Lots permitted under this section **shall not** provide monthly parking;
- **All lots for which a Temporary Parking Permit is desired must be properly zoned to allow paid parking operations.** In the event the zoning of the lot does not allow for paid parking, a Temporary Parking Permit CANNOT and WILL NOT be issued to the applicant; and,
- Any violation of this section shall be punished as provided in section 1-8 of the Code of Ordinances of the City of Atlanta.

Under penalties of perjury, I declare that I have completed this application, including accompanying documents and statements, have reviewed the applicable ordinance(s), and to the best of my knowledge and belief, state that the application is true, correct and complete.

Applicant's Signature

Date

Signature of Chief of Police or Designee

Date

Signature of Commissioner of Public Works

Date

Internal Use Only

	Yes	No
Proper Site Plans Attached:	_____	_____
Temporary Fencing/Roping:	_____	_____
Trash Receptacles:	_____	_____
Portable Restrooms	_____	_____
Bureau Buildings Approval:	_____	_____
Occupation Tax Certificate:	_____	_____
Approved:	_____	_____

Permit #: _____
