

District Department of Transportation

Specifications Manual for Application Submittal Material



d. Public Space Management Branch

This manual was developed for Public Space Management in conformance with current permitting policy. The information contained herein may be subject to change. All filing requirements and review processes for your application submittal may be confirmed with the Public Space Permit Office.

The manual lists the application Submittal Material (SM), if any, which must be included with your public space permit application. Please match all SM numbers on your application receipt with the SM numbers and descriptions shown below.

Additional applications and forms that may apply to your project, as well as additional permit application information, may be viewed or downloaded from the DDOT online at: www.ddot.dc.gov.

Please contact the permit office at 202-442-4670 for more information.

SM 2 – Scaled Site Plans, Elevations and Cross Sections

- May upload electronically to the online application as PDF or TIFF files; or 4 paper copies submitted to DDOT permit office staff.
- Must show roadway curb lines and label streets or alleys.
- Must show property line and, if applicable, the building restriction line.
- Must show all existing conditions in public space adjacent to the property (e.g. tree spaces, light poles, manhole covers, meters, etc...)
- Must show dimensions to nearest intersection (cross-street).
- Dimension and label all proposed fixtures on site plan.
- Dimensions from curb and property lines of streets to proposed fixtures.
- Show elevation view of all fixtures, conforming to DDOT standards (e.g. fences, walls, steps, etc...)
- Show cross section and footing details for all fixtures (e.g. walls and projections such as areaways or porches).
- Show legend with North arrow on map or drawings.
- If applicable, Fine Arts Commission and/or Historic Preservation Review Board approval. Approval document is attached for signature.

SM 3 - Traffic Control Plans (TCP)

- Your TCP may be uploaded electronically to the TOPS online application as PDF or TIFF files; or 4 paper copies submitted to DDOT permit office staff.
- If your project will impede pedestrians or vehicular traffic then a TCP will be required.
- In some cases a DDOT TCP typical can be used. Go to www.ddot.dc.gov under Series 6 “Standard Drawings” for more information.
- Third party certified plans (professional engineer stamp or traffic control technician certified) are also accepted. See a DDOT technician for more details.
- Make sure the TCP plan shows and labels all streets, shows a legend with a North arrow, shows all existing ROW fixtures and shows all equipment required for the work, such as a dumpster, trailer, fences and/or material storage and staging areas.
- TCPs are reviewed and approved on a case by case basis.

Specific TCP Requirements are as follow: (to avoid having your TCP and application rejected)

- a. Show North arrow for orientation
- b. Crosswalks with ADA curb ramps - show the existing pedestrian pathway
- c. Traffic signals - show all existing traffic signals in the vicinity of the proposed work.
- d. Sidewalks

- Show the widths of all sidewalks
 - DDOT strongly discourages the closure of public sidewalks. If it's necessary to close sidewalks due to certain construction activities or to confirm that your stage of construction may justify the waiver of the covered or open walkway requirement, please see the DDOT "Covered and Open Walkway Standards" at: <http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines/Pedestrian+Safety+and+Work+Zone+Standards/Pedestrian+Safety+and+Work+Zone+Standards+-+Covered+and+Open+Walkways>
- a. Show entire intersection - as there may be other issues just on the other side of the intersection
 - e. Existing work zones that are up to a block away – as your work zone may have an effect on that project
 - f. Street widths from curb to curb
 - Travel lane widths need to be shown
 - Curb lane widths need to be shown
 - g. Parking Regulation Signage – as regulatory signage may conflict with the timing of the proposed work (e.g. rush hour restrictions, etc.)
 - h. Any existing meters or multi-space meters
 - i. Existing streetlights – as the type of project or type of proposed work may have an effect on the existing streetlights
 - j. Existing trees
 - The type of proposed work may have an affect on the existing trees
 - Please review the tree protection link: <http://ddot.dc.gov/DC/DDOT/On+Your+Street/Urban+Forestry/Tree+Guidelines+-+Protecting+Trees+During+Construction>
 - k. Existing metro bus stops – as there may be a need to have Metro Bus Stops moved
 - l. All existing driveways – as the proposed work zone may have a significant effect on the operation of neighboring driveways
 - m. Parking plan for workers must be considered – as the parking of personal vehicles will be prohibited in public space
 - n. Timeline of when expected work will begin and how it will progress.
 - o. Work Zone
 - Traffic control devices will be needed if working in travel lane and curb lane, closing a sidewalk, or otherwise altering the movement of vehicles and pedestrians
 - Make sure all tapers have measured distances
 - Distance between signs need to be shown
 - Distance between signs and work zone needs to be shown
 - If flaggers are used, show their location and distance from the actual work zone
 - TCP practices generally follow those found in the most current FHWA MUTCD, please see: <http://mutcd.fhwa.dot.gov/>
 - To reference District TCP guidelines found in the DC Temporary Traffic Control Manual, please see: http://ddot.dc.gov/DC/DDOT/Publication%20Files/Projects%20and%20Planning/Standards%20and%20Guidelines/DDOT_WorkZoneTemporaryTrafficControlManual_2006.pdf

- To reference the District of Columbia Work Zone Safety and Mobility Policy, please see: <http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines/Work+Zone+Safety+and+Mobility+Policy/Work+Zone+Safety+and+Mobility+Rule+-+Policy+Report+-+2007>

SM 4 – Traffic Flow Plan

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies if for a permit review:

- If for Standard Valet Parking Permit: Six (6) copies of a Traffic Flow Plan, including a map, that provides all proposed routes from the Valet Staging area to the off-street parking facility location(s) where the motor vehicles will be parked. Please submit in person to the Public Space Committee Coordinator at 1100 4th Street SW, 3rd floor, prior to the start of the application review
- If for a DDOT Plan Review Meeting: Electronic upload of the Traffic Flow Plan(s) showing the ingress and egress flow of applicable vehicular traffic for commercial vehicle trips related to on-site commercial activity, passenger vehicles trips related to on-site commercial activity and passenger vehicles trips related to on-site residential access. Such plans are typical of what one would expect for a Traffic and Transportation Analysis.

SM 5 – Business License

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies in person to the public space committee coordinator at 1100 4th Street SW, 3rd floor, prior to the start of the application review:

- One (1) copy of the business' Business License issued from the company's local jurisdiction - If the business is not located in the District of Columbia, and a District Business License is not required by the Department of Consumer and regulatory Affairs (DCRA)
- One (1) copy of the Business License issued by the Department of Consumer and regulatory Affairs (DCRA) - If a Business License is required by DCRA.

SM 6 – Applicable Approved and Signed Review Consent Letters

- Form letters to PEPCO, Washington Gas, DC Water, and Verizon are available for printing from your home or office computer at the TOPS document upload page of your online application.
- You may upload the approved and signed review consent letters prior to submitting your application (as PDF or TIFF files) or you may submit paper copies later in person to DDOT permit staff at 1100 4th Street SW, 2nd floor.
- You must obtain the review consent approvals on your own - and the approved and signed letters must be received by the DDOT permit staff prior to the issuance of your permit.

SM 7 - Commercial Driveway Plans

Plans may be uploaded electronically to the online application as PDF or TIFF files; or five (5) paper copies may be submitted to DDOT staff later at 1100 4th Street SW, 2nd floor.

The plans must show the following:

- All vehicle parking or loading facilities must be on private property and their locations must be shown or noted on the plans (required parking cannot be in front of the building)
- The roadway curb line, property line, any building restriction line, and the lot lines extending into public space to the roadway curb.
- All the existing and proposed fixtures on public space in the vicinity of the proposed driveway. (e.g. trees, manhole covers, light pole, traffic signal light, parking meter, fire hydrant, catch basin, bus stop)
- Driveway edge line must be at least 60 feet from the nearest intersection (defined as the intersection of the curb lines extended)
- Driveway edge line at least 32 feet from the nearest edge line of an alley or neighboring driveway and sixteen (16) feet from a curb tree.
- Unless a shared driveway, the driveway must be within the extended lot lines of the abutting private property using the driveway.
- Driveway that is a minimum of 12 feet wide for one way traffic or up to 24 feet wide for two way traffic and having 6 foot radii curb returns.
- If the driveway width is greater than 24' wide a 6' wide pedestrian island with 3' curb returns must be provided between driveways.
- The portion of the proposed driveway in-line with the public sidewalk must be flush with the sidewalk grade
- Portion of driveway on public space must be perpendicular to the roadway
- The portion of the proposed driveway in-line with the public sidewalk must be flush with the sidewalk grade
- The incline/decline of the driveway on public space may be no more than a 12% grade
- More detailed information can be found on the DDOT web site under "Standard Specifications" at:
<http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines/Standard+Specifications/DDOT+Standard+Specifications+for+Highways+and+Structures+-+2009>
- Standard driveway entrance details may be found under "Standard Drawings" at:
<http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines/Standard+Drawings>

District policies to consider for new driveways:

- If the property has alley access, information must be provided explaining why the alley cannot be used to access a parking or loading facility on private property.
- When a curb cut is unavoidable and the property fronts on 2 or more streets, the street having the lowest traffic volume is preferred for access.
- When a curb cut is unavoidable, access serving the side or rear of two or more properties is preferred.

SM 8 - Residential Driveway Plans

Plans may be uploaded electronically to the online application as PDF or TIFF files; or five (5) paper copies may be submitted to DDOT permit office staff at 1100 4th Street SW, 2nd floor.

Plans must show the following:

- All vehicle parking must be on private property and must be shown on the plans. The parking pad or other parking facility on private property must be to the side of, or in the rear of the house and must be no less than 9 feet wide by 19 feet long.
- The roadway curb line, property line, any building restriction line, and the lot lines extending into public space to the roadway curb.
- All the existing fixtures on public space in the immediate vicinity of the proposed driveway. (e.g. trees, manhole covers, light pole, fire hydrant, catch basin, bus stop)
- Driveway at least twenty four (24) feet from the nearest edge line of an alley or neighboring driveway and twelve (12) feet from a curb tree.
- Driveway must be at least 60 feet from the nearest intersection (defined as the intersection of the curb lines extended)
- Unless a shared driveway, the driveway must be within the extended lot lines of the abutting private property using the driveway
- Driveway width no less than nine (9) feet wide and no more than twelve (12) feet wide with 18 flares extending to either side no less than 18 inches. The width is measured from edge line to edge line of the driveway.
- Portion of driveway on public space must be perpendicular to the roadway
- The portion of the proposed driveway in-line with the public sidewalk must be flush with the sidewalk grade
- The incline/decline of the driveway on public space may be no more than a 12% grade
- More detailed information can be found on the DDOT web site under “Standard Specifications” at:
<http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines/Standard+Specifications/DDOT+Standard+Specifications+for+Highways+and+Structures+-+2009>
- Standard driveway entrance details may be found under “Standard Drawings” at:
<http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines/Standard+Drawings>

District policies to consider for new driveways:

- If the property has alley access, information must be provided explaining why the alley cannot be used to access parking on private property.
- When a curb cut is unavoidable, access serving the side or rear of two or more properties is preferred.
- If the application is for 2 curb cuts or for a second curb cut for the same single family home, the application will most likely be denied unless a special need based on a disability can be demonstrated.

District policies to consider for replacement driveways:

- Existing driveways must lead to parking on private property.
- Photos must be provided that show the driveway and the vehicle parking on private property. If the parking is in a garage, the garage door must be shown in the full open position in photos.

SM 9 - Certified Engineering Plans

Plans may be uploaded electronically to the online application as PDF or TIFF files; or five (5) paper copies may be submitted to DDOT permit office staff and must show the following:

- Must include all specifications
- Must include cross section views
- Must meet DDOT's minimum engineering requirements per the latest Standard Specification for Highways and Structures.
- Drawings must be stamped by a DC certified Professional Engineer
- Must show all existing utilities within vicinity
- Must show all dimensions including from property line to shore line for Sheeting and Shoring / Excavation Projects.
- Must make sure at least 10 feet is maintained between Shoring / Slope and Curb Lines for Sheeting and Shoring / Excavation Projects

SM 10 - Signed Consent Letter from ANC

- ANC non-objection is required for driveway construction and all applications seeking Public Space Committee approval.
- A letter requesting the ANC's consideration and position on your application will be mailed by permit office staff to the appropriate ANC, and it is recommended that the you contact the ANC, present the application plans at the ANC's regularly scheduled meeting and, if desired, hand carry the signed ANC Consent Letter back to the permit technician assigned to your application.

SM 11 - Application for Water or Sewer Excavation signed by Master Plumber

Both the TOPS electronic application and the signed paper application must be submitted.

- The Master Plumber Application Form may be downloaded and printed from the document upload page of your TOPS on-line permit application or from the DDOT website at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits>
- A copy of the signed Water or Sewer Excavation application may be uploaded electronically during the TOPS application process (as a PDF or TIFF file) or the signed paper application may be submitted to DDOT permit office staff.

The following information must be entered into the contractor information area of the Water or Sewer Excavation application prior to submittal:

- DC Plumbing Certification is required. Please provide license number.
- Application must be signed by the master plumber.
- Please describe the work in detail and provide specifications.
- If the plumber will be paying the deposit and or inspection fees then the plumber's Tax ID and mailing information must be entered as the payee during the TOPS application process.

SM 12 - DC WASA Availability Slip(s) for each property

- This certificate is required prior to application submittal and may be uploaded electronically during the TOPS application process (as a PDF or TIFF file) or a paper copy of the signed certificate may be submitted to DDOT permit office staff.
- This certificate is obtained through DC Water at the Blue Plains facility.

SM 13 - Adjacent Property Owner(s) Consent

- Letter(s) of consent signed by the abutting property owner is required when excavating alongside an abutting party wall.
- Letter(s) of consent will also be required to occupy and prohibit public access to any public space, sidewalk or alley adjacent to another private property.
- The letter(s) of consent may be uploaded electronically during the TOPS application process (as a PDF or TIFF file) or a paper copy of the signed letter may be submitted to DDOT permit office staff.

SM 15 - PEPCO / signed consent letter

- A review consent form letter is available for printing from your home or office computer at the document upload page of your online application.
- Upload the signed and approved review consent letter prior to submitting your TOPS application or you may submit a paper copy to DDOT permit staff.
- You must obtain the approval from PEPCO on your own and the letter must be received by the DDOT permit staff prior to the issuance of your permit.

SM 16 – DC Water / signed consent letter

- A review consent form letter is available for printing from your home or office computer at the document upload page of your online application.
- Upload the signed and approved review consent letter prior to submitting your TOPS application or you may submit a paper copy to DDOT permit staff later.
- You must obtain the approval from DC Water on your own and the letter must be received by the DDOT permit staff prior to the issuance of your permit.

SM 17 - Wash Gas / signed consent letter

- A review consent form letter is available for printing from your home or office computer at the document upload page of your online application.
- Upload the signed and approved review consent letter prior to submitting your TOPS application or you may submit a paper copy to DDOT permit staff later.
- You must obtain the approval from Washington Gas on your own and the letter must be received by the DDOT permit staff prior to the issuance of your permit.

SM 18 - Verizon / signed consent letter

- A review consent letter is available for printing from your home or office computer at the document upload page of your online application.
- Upload the signed and approved review consent letter prior to submitting your TOPS application or you may submit a paper copy to DDOT permit staff.
- You must obtain the Verizon approval on your own and the letter must be received by the DDOT permit staff prior to the issuance of your permit.

SM 19 - WMATA / signed consent letter

- If you are excavating within 300' of WMATA tunnel, this approval is required.
- If you are blocking any Metro Access or Metro Bus Stop, this approval is required.
- A review consent form letter is available for printing from your home or office computer at the document upload page of your online application.
- Upload the signed and approved review consent letter prior to submitting your TOPS application or you may submit a paper copy to DDOT permit staff later.
- You must obtain the WMATA approval on your own and the letter must be received by the DDOT permit staff prior to the issuance of your permit.

SM 20 - Electrical Application signed by Master Electrician

Both the TOPS electronic application and the signed paper application must be submitted.

- The Master Electrician Application Form may be downloaded and printed from the document upload page of your TOPS on-line permit application or from the DDOT website at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Application+to+Install+Electric+Wiring+in+Public+Space>
- A copy of the signed electrical application may be uploaded electronically during the TOPS application process (as a PDF or TIFF file) or the signed paper application may be submitted in person to DDOT permit office staff at 1100 4th Street SW, 2nd floor:

The following information must be entered into the contractor info area of the Water or Sewer Excavation application prior to submittal:

- DC Electrical Certification is required. Please provide license number.
- Application must be signed by the master electrician.
- Please describe the work in detail and provide specifications.
- If the master electrician will be paying the deposit and or inspection fees then the electrician's Tax ID and mailing information must be entered as the payee during the TOPS application process.
- If you are repairing or replacing an existing feature and do not plan on changing its size.

SM 21 - One (1) No Change in Layout or Size Agreement

- If you are repairing or replacing an existing feature and do not plan on changing it's size or shape.
- If you are repairing or replacing an existing feature and it does not require new footings.

SM 22 - Public Space Committee Plans – Paving, Fixtures and Furniture

If a property owner requesting the placement of street furniture on public space, a fixture that is an exception to what is permitted on public space such as an over-height fence or wall, or a sign or other structure on public space not normally allowed by DCMR Title 24 or the building code, it requires Public Space Committee approval. The following requirements are typical:

1. An electronic online application submitted using TOPS at <https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPERMITONLINE/Landing.aspx>
2. Plans may be uploaded electronically to the online application as PDF or TIFF files; or fifteen (15) paper copies (thirteen (13) copies if you have stamped streetscape approved plans) may be submitted in person to the public space committee coordinator at 1100 4th Street SW, 3rd floor, prior to the start of the application review.
3. The site plan, drawn to scale, must show the following:
 - a. Configuration of the fixture or structure.
 - b. Dimension from curb to property line.
 - c. Dimension from curb to the fixture or structure.
 - d. Dimension from the fixture or structure to the nearest street intersection.
 - e. Distance between the fixtures (if more than one).
 - f. Elevation views of the fixture or structure, conforming to DDOT standards. For information on District standards, please visit this link: <http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines> For information on District standards for bike racks, please visit this link: <http://ddot.dc.gov/DC/DDOT/Publication%20Files/Services/Parking/rack%20design%20and%20placement.pdf>
4. If applicable, Fine Arts Commission and/or Historic Preservation Review Board approval must be obtained before applications will be accepted for a permit.
5. **Note:** Please bring one (1) copy of the site plan to a meeting with the Public Space Coordinator for review prior to submitting the full package of fifteen (15) site plans.

What else will I need to upload or submit in person separately?

- a. Three (3) 8 x 10 photographs showing front view and views from the sharp right and left of the space proposed for the motor vehicle parking and showing all surface space proposed for use, as well as all the public space from the roadway curb to the adjacent property line.
- b. Often, a Covenant of Maintenance Agreement for the paving, fixtures or street furniture may be required. Please see the list of submission material required for your application.

How much will this permit cost?

- a. The permit will cost \$135.

SM 23 - Public Space Committee Plans for Sidewalk Café

A commercial tenant or the property owner requests space for a sidewalk café, Public Space Committee approval is required. Sidewalk Cafes are subject to compliance with DCMR TITLE 24, Chapter 3. The correct tax lot and square number must be included on your application for billing purposes.

Please submit an electronic online application using TOPS at

<https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPERMITONLINE/Landing.aspx>

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies in person to the public space committee coordinator at 1100 4th Street SW, 3rd floor, prior to the start of the application review:

5. Electronic submission or fifteen (15) paper copies of the site plan drawing, to scale, indicating:
 - a. The dimensions of the café area(s) and the amount of surface space to be used (square footage).
 - b. Configuration of all café elements (all proposed elements must be shown – even those intended for seasonal use).
 - c. Dimension from curb to property line.
 - d. Dimension from curb to outer edge of sidewalk café.
 - e. Clearly show all curbside fixtures and tree spaces near the café boundary.
 - f. Dimension from edge of sidewalk café to the nearest street intersection.
 - g. Elevation of any footing details required to construct the sidewalk café.
 - h. Clearly identified business entrance(s).
 - i. Sidewalk café entrances (2 required by fire code), if a barrier will be used to enclose the cafe.
 - j. Distance between tables (3 feet for ADA compliance, 4 feet preferred).
 - k. Elevation views of tables, chairs and any other objects to be placed on the sidewalk.
 - l. Total seating (number of tables and chairs) and total square footage.
6. If applicable, Fine Arts Commission and/or Historic Preservation Review Board approval must be obtained before applications will be accepted for review by the permit office.
7. **NOTE:** Please present one (1) copy of the site plan and your TOPS application tracking number to the Public Space Committee Coordinator for review prior to submitting the full package of fifteen (15) paper site plans. This meeting is strongly advised and may take place at the public space staff office on the 3rd floor of 1100 4th Street, SW.

What else will I need to upload separately or submit in person later?

- a. A copy of the Café Public Notice to be posted for public viewing at the establishment requesting the cafe: After submitting your application you will need to give appropriate notice of the application by clearly posting at the proposed sidewalk café location Notice(s) that an application has been filed. A blank Cafe Notice is available for download or printing at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Notice+Sidewalk+Cafe>

- b. A notarized Certification of Notice demonstrating compliance with the notice requirement must be submitted to the Public Space Committee Coordinator at least one week prior to the Public Space Committee hearing on the application. A blank Certification of Notice is available for download or printing at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Certification+of+Notice>
- c. A notarized copy of the rental (lease) agreement if someone other than the property owner is the Permittee.
- d. A copy of a valid Certificate of Occupancy permit for the establishment.
- e. A public liability insurance policy or a Certificate of Insurance covering all use of public space by the Permittee. Please see the Insurance Requirements for Public Space Rental Applicants at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Insurance+Requirements+for+Public+Space+Rental+Applicants>
- f. Three (3) 8 x 10 photographs showing front view and views from the sharp right and left of the space proposed for the café and showing all surface space proposed for use, as well as all the public space from the roadway curb to the building line.

How much will this permit cost?

- a. The permit will cost \$260.
- b. In addition, the sidewalk café rental will be taxed yearly to the property owner. The rental payment is based on a calculation of square footage of the café times either \$5.00 per square foot for Unenclosed Cafés or \$10.00 per square foot for Enclosed Cafés.

SM 24 – Certificate of Occupancy issued by DCRA

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies in person to the public space committee coordinator at 1100 4th Street SW, 3rd floor, prior to the start of the application review:

- Copy of the applicant's Certificate of Occupancy issued by the Department of Regulatory Affairs (DCRA), if required by DCRA.

SM 25 - Public Space Committee Plans – Parking on Public Space

A commercial tenant or the property owner requests space for the parking of motor vehicles, Public Space Committee approval is required. The correct tax lot and square number must be included on your application for billing purposes.

Please submit an electronic online application using TOPS at

<https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPERMITONLINE/Landing.aspx>

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies in person to the public space committee coordinator at 1100 4th Street SW, 3rd floor, prior to the start of the application review:

6. Electronic submission or fifteen (15) paper copies of the site plan drawing, to scale, indicating:
 - a. The dimensions of the vehicle parking area(s) and the amount of surface space to be used (square footage).
 - b. Configuration of the vehicle parking and showing how vehicles will enter/leave the parking area.
 - c. Dimension from curb to property line.
 - d. Dimension from curb to outer edge(s) of the vehicle parking area.

- e. Clearly show all curbside fixtures and tree spaces near the boundary for the vehicle parking area.
 - f. Dimension from edge of vehicle parking area to the nearest street intersection.
 - g. Elevation of any footing details required to construct the parking area or to enclose it.
 - h. Clearly identified and label all entrance(s).
7. If applicable, Fine Arts Commission and/or Historic Preservation Review Board approval must be obtained before applications will be accepted for review by the permit office.
8. **NOTE:** Please present one (1) copy of the site plan and your TOPS application tracking number to the Public Space Committee Coordinator for review prior to submitting the full package of fifteen (15) paper site plans. This meeting is strongly advised and may take place at the public space staff office on the 3rd floor of 1100 4th Street, SW.

What else will I need to upload or submit in person separately?

- a. A notarized copy of the rental or lease agreement if someone other than the property owner is the Permittee.
- b. A public liability insurance policy or a Certificate of an Insurance covering all use of public space by the Permittee. Please see the Insurance Requirements for Public Space Rental Applicants at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Insurance+Requirements+for+Public+Space+Rental+Applicants>
- c. Three (3) 8 x 10 photographs showing front view and views from the right and left of the space proposed for the motor vehicle parking and showing all surface space proposed for use, as well as all the public space from the roadway curb to the adjacent property line.

How much will this permit cost?

- a. The permit will cost \$135.
- b. In addition, the motor vehicle parking rental will be taxed yearly to the property owner. The rental payment is based on a calculation of square footage of the parking area on public space times 7% of the abutting property value per square foot.

SM 26 – Insurance for Parking Rental (currently INACTIVE – Revise on TOPS to new description)

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit the signed application and 4 paper copies of the plans in person to the Public Space Committee Coordinator at 1100 4th Street SW, 3rd floor:

- A public liability insurance policy or a Certificate of an Insurance covering all use of public space by the Permittee. Please see the Insurance Requirements for Public Space Rental Applicants at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Insurance+Requirements+for+Public+Space+Rental+Applicants>

SM 27 - Plumbing Abandonments (4 inch Diameter Pipe or Smaller)

Please submit an electronic online application using TOPS at
<https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPERMITONLINE/Landing.aspx>

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit the signed application and 4 paper copies of the plans in person to public space staff at 1100 4th Street SW, 2nd floor:

- One Application for Water or Sewer Excavation signed by Master Plumber. The Form may be downloaded and printed from the document upload page of your TOPS on-line permit application or from the DDOT website at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Application+for+Water+or+Sewer+Excavation+in+Public+Space>
- Plans must show existing curb, property line and existing lines.
- Plans must show each proposed work location and show dimensions with respect to the nearest curb and to the nearest intersecting street.
- Must show all the dimensions for proposed work laterals, connections, meter vaults, taps, hydrant, catch basins, manholes, conduit, etc...
- Must show all proposed cuts (abandonments)

SM 28 - Plumbing Abandonments (Greater than 4 inch Diameter Pipe)

Please submit an electronic online application using TOPS at

<https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPERMITONLINE/Landing.aspx>

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit the signed application and 4 paper copies of the plans in person to public space staff at 1100 4th Street SW, 2nd floor:

- One Application for Water or Sewer Excavation signed by Master Plumber. The Form may be downloaded and printed from the document upload page of your TOPS on-line permit application or from the DDOT website at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Application+for+Water+or+Sewer+Excavation+in+Public+Space>
- Plans must be stamped by a DC Certified Civil Engineer
- Plans must show existing curb, property line and existing lines.
- Plans must show each proposed work location and show dimensions with respect to the nearest curb and to the nearest intersecting street.
- Must show all dimensions for proposed work laterals, connections, meter vaults, taps, hydrant, catch basins, manholes, conduit, etc...
- Must show all proposed cuts (abandonments)

SM 29 - Five (5) Plumbing (Emergency Work)

- All Emergency Work request where vital services have been loss may commence work if you have contacted DDOT's Enforcement Office (SIOD).
- Please contact Systems Inspection and Oversight Division (SIOD) prior to starting work at 202-645-7050 (fax 202-741-5329).

SM 30 – New Plumbing Services (4 inch Diameter Pipe or Smaller)

Please submit an electronic online application using TOPS at

<https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPERMITONLINE/Landing.aspx>

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit the signed application and 4 paper copies of the plans in person to public space staff at 1100 4th Street SW, 2nd floor:

- One Application for Water or Sewer Excavation signed by Master Plumber. The Form may be downloaded and printed from the document upload page of your TOPS on-line permit application or from the DDOT website at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Application+for+Water+or+Sewer+Excavation+in+Public+Space>
- Plans must show existing curb, property line and existing lines.
- Plans must show each proposed work location and show dimensions with respect to the nearest curb and to the nearest intersecting street.
- Must show all dimensions for proposed work laterals, connections, meter vaults, taps, hydrant, catch basins, manholes, conduit, etc...

SM 31 - New Plumbing Services (Greater than 4 inch Diameter Pipe)

Please submit an electronic online application using TOPS at

<https://tops.ddot.dc.gov/DDOTPERMITSYSTEM/DDOTPERMITONLINE/Landing.aspx>

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit the signed application and 4 paper copies of the plans in person to public space staff at 1100 4th Street SW, 2nd floor:

- One Application for Water or Sewer Excavation signed by Master Plumber. The Form may be downloaded and printed from the document upload page of your TOPS on-line permit application or from the DDOT website at:
<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Application+for+Water+or+Sewer+Excavation+in+Public+Space>
- Plans must be stamped by a DC Certified Civil Engineer
- Plans must show existing curb, property line and existing lines.
- Plans must show each proposed work location and show dimensions with respect to the nearest curb and to the nearest intersecting street.
- Must show all dimensions for proposed work laterals, connections, meter vaults, taps, hydrant, catch basins, manholes, conduit, etc...

SM 32 - Insurance for Sidewalk Café

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit 1 paper copy in person to the Public Space Committee Coordinator at 1100 4th Street SW, 3rd floor:

- Must provide a public liability insurance policy or a Certificate of Insurance covering all use of public space by the Permittee. Please see the Insurance Requirements for Public Space Rental Applicants at: <http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Insurance+Requirements+for+Public+Space+Rental+Applicants>
- This insurance requirement must be satisfied prior to obtaining your public space permit and the insurance must be maintained for the life of the sidewalk cafe.

SM 33 – Insurance for Vaults

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit one paper copy in person to public space staff at 1100 4th Street SW, 2nd floor, prior to the start of the application review:

- Must provide a public liability insurance policy or a Certificate of Insurance covering all use of public space by the Permittee. Please see the Insurance Requirements for Public Space Rental Applicants at: <http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Insurance+Requirements+for+Public+Space+Rental+Applicants>
- This vault insurance must be maintained for the life of the vault.

SM 34 – Photos

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies in person to public space staff at 1100 4th Street SW, 2nd floor, prior to the start of the application review (Public Space Committee Coordinator – 3rd floor):

- Five (5) sets of three (3) 8 x 10 photographs showing front view and views from the sharp right and sharp left showing all surface space proposed for use, as well as all the public space from the roadway curb to the adjacent property line.
- Photos taken specifically to show curbside space must be taken when parked cars are not obstructing the view.
- Five (5) photos taken specifically to show curbside regulatory signage must clearly show the message printed on the signage and do NOT require the sharp right and left views.

SM 35 – Insurance Documents for Mobile Storage Container Company

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit 1 paper copy in person to public space staff at 1100 4th Street SW, 2nd floor, prior to the start of the application review (mailed paperwork will not be accepted):

- Certificate of Insurance covering all use of District of Columbia public space (right-of-way) by the business and naming the District as the certificate holder. For complete information, please see: <http://ddot.dc.gov/DC/DDOT/On+Your+Street/Public+Space+Management/Types+of+Permits/Requirements+for+Company+Providing+Mobile+Storage+Containers>
- Hold Harmless Agreement signed by the business owner or a representative of the business stating that the business agrees to indemnify and hold harmless the District of Columbia, its officers, employees or agents from any and all liability, loss or damage

the Municipality may suffer as a result of claims, demands, costs or judgments against it arising from the operation and conduct of your business as described in the insurance contract.

What else will I need to upload separately?

- Current valid business license from the company's local jurisdiction or another jurisdiction

SM 36 – Documents for Commuter/Sightseeing Bus Stops and Signs

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit 1 paper copy in person to public space staff at 1100 4th Street SW, 2nd floor, prior to the start of the application review (mailed paperwork will not be accepted):

- List of locations for bus stops only (without permanent signage) and, the daily hours and days of the week when buses will be loading/off-loading passengers.
- List of locations where a proposed bus stop sign is to be mounted on an existing pole or fixture and, the daily hours and days of the week when buses will be loading/off-loading passengers.
- List of locations where a proposed bus stop sign will be mounted to a new pole and, the daily hours and days of the week when buses will be loading/off-loading passengers.
- The route(s) the bus will take between stops within the District of Columbia.
- If a new sign is proposed for an existing pole or structure, a description of the signs currently affixed to the pole or structure.
- If a new pole is proposed, the size, material and specifications for the pole.
- If applicable, the location of any layover parking spaces within the District of Columbia.

What else will I need to upload or submit in person separately?

- Site plan drawn to scale for each bus stop location showing the location of the proposed bus stop on the block and existing sidewalk fixtures and signage along the curbside area to be occupied by the bus, as well as the location of any permanent or portable bus stop signs.
- If a sightseeing bus stop sign is proposed for an existing WAMATA bus zone, a letter of consent from WMATA to use the Metrobus Zone and existing bus stop pole.
- If a bus stop sign is proposed to be mounted to a pole or existing structure, an actual-size sample of the bus stop sign (to 12" X 18" maximum actual size) must be submitted in person to the Public Space Committee Coordinator.

SM 37 – Documents for Intercity Bus Stops and Signs

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies in person to public space staff at 1100 4th Street SW, 2nd floor, prior to the start of the application review (mailed paperwork will not be accepted):

- Proof of valid U.S. Department of Transportation number and interstate operating authority.

- A proposal for the orderly queuing of waiting passengers so that pedestrian movement along the sidewalk is not obstructed and access to an adjacent building is not impeded.
- A proposed trash management plan for the removal of trash created by waiting or arriving passengers.
- The proposed intercity bus schedule, including all regularly scheduled departure and arrival times.
- A document stating the number hours per day and days per week that the bus passenger loading zone will be in operation and if this location will be used for passenger drop-off, pick-up or both.

What else will I need to upload or submit in person separately?

- Copy of intercity bus service operators liability insurance certificate naming the District of Columbia, a municipal corporation, and it's officers and employees as the certificate holder, and covering all use of the public space within the District. The coverage must be in the following amounts:
 - Each individual, \$500,000
 - For each accident, \$1,000,000
 - Property damage, \$500,000
- Electronic submission or 6 photographic-quality sets of 3 different photos showing front view and views from the sharp right and sharp left showing all surface space along the roadway curb proposed for use, as well as all the public space from the roadway curb to the adjacent building line.
- Electronic submission or 6 photographic-quality sets of photos. Each set of photos to have one photo for each curb-side regulatory sign along the curb space proposed for the passenger loading zone and within 10 feet of the proposed passenger loading zone having to do with parking, standing or stopping prohibitions.
- Electronic submission or 6 paper copies of a schematic drawing of the proposed bus passenger loading zone – drawn to scale with dimensions. The drawing must show the following:
 - The bus passenger loading zone and the public space required for passenger assembly should be delineated and labeled. The roadway and sidewalk between the bus passenger loading zone and the nearest intersection in both directions must be shown.
 - Location and detail views of any fixtures or signage proposed for installation by the intercity bus service operator.
 - Must show all existing fixtures along the block face proposed for the bus passenger loading zone; including any Metro/Circulator bus stops, bus stop zones, Metrorail station entrances, Metrorail elevators, vault covers, manholes, fire hydrants, tree spaces, regulatory signage (including their content), street lights, traffic signals, sidewalk/roadway vending locations, driveway/alley entrances, bike racks, parking meters, marked passenger loading zones at building entrances, designated bike lanes and other roadway and crosswalk markings.

SM 38 – Insurance for Intercity Bus Stop

The following may be uploaded electronically (TIFF or PDF) with the online application or you may submit paper copies in person to public space staff at 1100 4th Street SW, 2nd floor, prior to the start of the application review (mailed paperwork will not be accepted):

- Copy of intercity bus service operators liability insurance certificate naming the District of Columbia, a municipal corporation, and it's officers and employees as the certificate holder, and covering all use of the public space within the District. The coverage must be in the following amounts:
 - Each individual, \$500,000
 - For each accident, \$1,000,000
 - Property damage, \$500,000

SM 39 – Insurance for Valet Parking

1. If for Standard Valet Parking:

- One copy of the applicant's Insurance Certificate indemnifying the District of Columbia and it's employees and agents
- One copy of the Valet Company's Liability Insurance Certificate

2. If for Event Venue Valet Parking:

- One copy of the applicant's Insurance Certificate indemnifying the District of Columbia and it's employees and agents

What else will I need to upload or submit in person separately?

1. If for Standard Valet Parking:

- a. Electronic upload to TOPS application or Six (6) copies of a Traffic Flow Plan, including a map, that provides all proposed routes from the Valet Staging area to the off-street parking facility location(s) where the motor vehicles will be parked;
- b. One copy of the applicant's Certificate of Occupancy issued by the Department of Consumer and Regulatory Affairs (DCRA), if required by DCRA
- c. One copy of the applicant's Business License issued by the Department of Consumer and Regulatory Affairs (DCRA), if required by DCRA
- d. One (1) original glossy set of 8 inch by 10 inch color photos plus five (5) 8 inch by 10 inch copies of the photos showing the entire surface area proposed Valet Parking Zone from the following 3 positions per photo set (photos must be taken when no vehicles are parked along the curb):
 - From the front showing the curb lane, roadway curb, the sidewalk and abutting buildings
 - From a sharp right angle showing the curb lane, roadway curb, the sidewalk and abutting buildings
 - From a sharp left angle showing the curb lane, roadway curb, the sidewalk and abutting buildings
- e. One copy of the Valet Company's Liability Insurance Certificate
- f. One copy of the Valet Company's Valet Parking License issued by DCRA.
- g. Verification of Valet operator's access to an off-street parking facility.

2. If for Event Venue Valet Parking:

- a. One copy of the applicant's Certificate of Occupancy issued by the Department of Consumer and Regulatory Affairs (DCRA), if required by DCRA
- b. One copy of the applicant's Business License issued by the Department of Consumer and Regulatory Affairs (DCRA), if required by DCRA
- c. One (1) original glossy set of 8 inch by 10 inch color photos plus five (5) 8 inch by 10 inch copies of the photos showing the entire surface area proposed Valet Parking Zone from the following 3 positions per photo set (photos must be taken when no vehicles are parked along the curb):
 - o From the front showing the curb lane, roadway curb, the sidewalk and abutting buildings
 - o From a sharp right angle showing the curb lane, roadway curb, the sidewalk and abutting buildings
 - o From a sharp left angle showing the curb lane, roadway curb, the sidewalk and abutting buildings

SM 40 – Erosion Control Plan

Depending on the size of the area being disturbed, one of following may be uploaded electronically (TIFF or PDF) with the online application or you may submit 4 paper copies of the plans in person to public space staff at 1100 4th Street SW, 2nd floor:

- Erosion Control Plan for the disturbance of 50 square feet or more, but less than 5,000 square feet as specified by DDOE
- Erosion Control Plan for the disturbance of 5,000 square feet or more as specified by DDOE