

**CITY OF NEW ORLEANS**  
**DEPARTMENT OF PUBLIC WORKS**  
**APPLICATION FOR BICYCLE PARKING RACK INSTALLATION IN CITY PUBLIC RIGHT-OF-WAY**

Prior to installation of bicycle parking racks in public right-of-way, the applicant must receive written approval from the City of New Orleans Department of Public Works Chief Traffic Engineer.

**INSTRUCTIONS**

1. Complete "Applicant Information."
2. Provide site sketch of all proposed installation site(s) (Note: multiple racks may be proposed at each site; provide one page per site; see sample sketch in Attachment A).
3. Provide photo of proposed installation site(s).
4. Provide copy of manufacturer design specifications and installation instructions.
5. A signed donation agreement or liability waiver may be required upon application approval.
6. Submit application to Mr. Allen Yrle, PE, Chief Traffic Engineer, Dept. of Public Works.

Mailing Address: Chief Traffic Engineer  
Department of Public Works  
1300 Perdido Street, Rm. 6W03  
New Orleans, LA 70112

E-mail Address: amyrl@cityofno.com

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

**CONTACT INFORMATION**

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NUMBER OF SITES INCLUDED IN THIS APPLICATION: \_\_\_\_\_

NUMBER OF RACKS INCLUDED IN THIS APPLICATION: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

ANTICIPATED DATE OF INSTALLATION: \_\_\_\_\_

WHO WILL BE INSTALLING THE RACK(S): \_\_\_\_\_

## **BIKE RACK INSTALLATION REQUIREMENTS**

All proposed bicycle parking rack locations should maintain the following wherever possible:

- At least 4' wide unobstructed pedestrian path on the sidewalk;
- Clearance of at least 1' between parked bicycle and permanent objects such as trees, street light poles, utility poles, traffic signal poles, planters, benches, covers for underground utilities, etc.;
- Clearance of at least 1' between parked bicycle and curbface of sidewalk;
- Clearance of at least 1' between parked bicycle and any building edge;
- Clearance of at least 15' between parked bicycle and a fire hydrant and 10' between parked bicycle and fire department sprinkler/standpipe Siamese connections;
- Clearance of at least 20' between parked bicycle and bus or streetcar sign pole;
- At least 2.5' between racks where multiple racks are proposed parallel to each other;
- Where multiple racks are proposed between the sidewalk curb and the pedestrian clear zone, a clearance of at least 2' is recommended for every 20 feet of curb space occupied by racks; and
- No racks within signed loading and passenger zones or where the rack(s) would restrict entrance to a building.

Note: All distances should be measured from outside edge of parked bicycle. All permanent objects (i.e. trees, fire hydrants, building entrances, street light poles, traffic signal poles, planters, benches, covers for underground utilities, bus/streetcar shelters, etc.) should be identified on sketch.

**PROPOSED SITE NO. \_\_\_\_**

NEAREST ADJACENT STREET ADDRESS: \_\_\_\_\_

NUMBER OF PROPOSED RACKS: \_\_\_\_\_

RACK MANUFACTURER AND MODEL: \_\_\_\_\_

Latitude (6 decimals): \_\_\_\_\_ Longitude (6 decimals): \_\_\_\_\_

**SITE SKETCH** (show layout of proposed rack(s) including bicycle footprint, distance to permanent objects, width of sidewalk, and width of clear pedestrian zone (see example in Attachment A))

ATTACHMENT A - SAMPLE SITE SKETCH

