

DEPARTMENT OF PUBLIC SERVICE  
CITY OF COLUMBUS, OHIO

**SUBJECT:** Loading Zone Rules and Regulations

**EFFECTIVE DATE:** January 31, 2022

**PAGES:** 1 of 7

**BY:** Division of Parking Services

**I. PURPOSE**

The City of Columbus recognizes that public on-street parking as well as private parking for individual businesses is limited in many commercial, residential and mixed-use neighborhoods within the City of Columbus. In order to enhance businesses in areas of limited parking and loading areas, it is necessary to establish loading zones. The purpose of these rules and regulations is to establish guidelines for the use of City of Columbus right-of-way for the purpose of operating a loading zone.

**II. AUTHORITY**

- A. Pursuant to the authority granted under Chapter 903 and Section 2105.15 of the Columbus City Codes, 1959, as amended, the Director of Public Service hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law.
- B. These rules and regulations supersede all previously promulgated rules and regulations for loading zones and are applicable to public right-of-way.
- C. Loading zones operated and maintained outside the right-of-way are not governed by these rules and regulations.

**III. DEFINITIONS**

The following words, terms and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Department* means the City of Columbus Department of Public Service, Division of Parking Services.
- B. *Director* means the Director of the Department of Public Service.
- C. *Applicant* means the requestor of the loading zone.
- D. *Parking meter* means any mechanical or electronic device used, placed, installed, or erected at or near the curb adjacent to the parking lane, or otherwise on property which is owned, leased, or operated by the city. A parking meter includes, but is not limited to, single space meters, multi-space meters, and parking mobile payment applications authorized by the city of Columbus as prescribed in Section 2155.01.
- E. *Permit Holder* means a business that requested and was approved to have a loading zone installed under these rules and regulations.
- F. *Loading zone* means a designated location in the public right-of-way for the loading and unloading of passengers and/or.

**Loading Zones****Effective January 31, 2022****IV. GENERAL RULES**

The following general rules are hereby established:

- A. The issuance of a loading zone permit does not entitle the permit holder to sole use of the designated loading zone in the public right-of-way. The loading zone may be used by the general public for the purposes of loading and unloading passengers and/or freight.
- B. Businesses in proximity to one another are encouraged to share loading zones in an effort to preserve on-street public parking.
- C. A duly authorized business association, special improvement district, civic association or other responsible entity acceptable to the City of Columbus may apply for a loading zone permit for the purpose of consolidating loading activities to preserve public on-street parking within a specific geographic region of the City.

**V. LOADING ZONES**

- A. Loading zones shall be:
  - 1. Permitted in the curb lane of street where parking exists and does not otherwise interfere with the lane of travel or bike lanes;
  - 2. Used as a staging area where vehicles are parked temporarily for the loading and unloading of passengers and/or freight;
  - 3. Permitted to share the same location as a permitted valet parking zone to preserve public on-street parking; and
  - 4. Limited to one (1) designated loading zone per block face to preserve on-street parking.
- B. Loading zones shall not:
  - 1. Exceed the length of the permit holders property frontage(s) unless written consent from the neighboring property owners and businesses is provided;
  - 2. Be less than twenty three (23) foot in length;
  - 3. Operate in an area in which parking is already restricted for other uses, or were parking is otherwise restricted or regulated per Title 21 of Columbus City Code; and
  - 4. Allow long term parking of a vehicle.

**VI. STANDARDS OF OPERATION**

A permit holder shall operate a loading zone within the following manner:

- A. Occupy only the public right-of-way within the posted regulatory signs erected by the Department;
- B. Maintain the safe operation of roadways and not obstruct use of the travel lanes, neighboring parking spaces, driveways, wheelchair ramps, crosswalks, sidewalks, bikeway facilities, signs, markings, signals fire hydrants, street lights, and intersections; and
- C. Use the space for visibly active loading and unloading passengers and/or freight and not allow staging of vehicles.

**VII. APPLICATION**

- A. Any business, partnership, firm or corporation desiring a loading zone in the public right-of-way shall submit a completed application for a loading zone via the Permit Office web portal at <https://ca.columbus.gov/ca/>. Applications shall contain the following information at a minimum:
1. The names, addresses and telephone numbers of the Applicant, co-applicant(s) and the property owner if the Applicant is a lessee;
  2. The reason for requesting a loading zone;
  3. The proposed hours and days of the week the loading zone will be operational;
  4. A scaled site plan showing the proposed address and property tax parcel ID number of the proposed location of the loading zone; and
  5. Any other information reasonably required by the Department for the purpose of processing the application under the requirements of these rules and regulations.
- B. The Department may contact the local business association, special improvement district, neighborhood area commission, civic association and/or neighboring businesses for input as part of the approval process.
- C. Once all information is received, the Department has thirty (30) business days to review and approve or deny the requested loading zone.
- D. Upon approval of the application and payment of all required fees, the Department will install regulatory signage stating: No Parking Loading Zone and hours of the day and days of the week the loading zone will be operational.

**VIII. FEES**

The following fees are hereby established:

- A. A nonrefundable annual fee according to the schedule below, payable upon approval of an application or renewal of a previously approved loading zone.

| RATE ZONE                 | FEE PER FOOT OF BUSINESS LOADING ZONE |             |
|---------------------------|---------------------------------------|-------------|
|                           | FEE PER FOOT                          | MINIMUM FEE |
| <b>ZONE 1</b>             | \$31.00                               | \$775.00    |
| <b>ZONE 2</b>             | \$26.00                               | \$650.00    |
| <b>ZONE 3</b>             | \$16.00                               | \$400.00    |
| <b>ZONE 4 (metered)</b>   | \$13.00                               | \$325.00    |
| <b>ZONE 4 (unmetered)</b> | \$6.00                                | \$150.00    |

- B. Rate Zones as depicted in Exhibit A shall be defined according to the following specific descriptions:
- a. Zone 1. The area bounded by the south side of State Street from High Street to Fourth Street, the east side of Fourth Street from State Street to Mt. Vernon Avenue, the north side of Nationwide Boulevard from Fourth Street to High Street, the west side of High Street from Nationwide Boulevard to State Street shall constitute Zone 1.

**Loading Zones****Effective January 31, 2022**

- b. Zone 2. The area bounded by the south side of Fulton Street from Front Street to Third Street, the east side of Third Street from Fulton Street to Main Street, the north side of Main Street from Third Street to High Street, the east side of High Street from Main Street to State Street, the west side of High Street from State Street to Nationwide Boulevard, the north side of Nationwide Boulevard from High Street to East Street, the west side of East Street from Nationwide Boulevard to Spring Street, the south side of Spring Street from East Street to Marconi Boulevard, the west side of Marconi Boulevard from Spring Street to Long Street, the east side of Marconi Boulevard from Long Street to Broad Street, the north side of Broad Street across Marconi Boulevard to the east bank of the Scioto River from Broad Street to Main Street, the south side of Main Street from the east bank of the Scioto River to Second Street, the west side of Second Street from Main Street to Mound Street, the south side of Mound Street from Second Street to Front Street, the west side of Front Street from Mound Street to Fulton Street shall constitute Zone 2.
- c. Zone 3. The area bounded by the south side of Mound Street from Third Street to Fourth Street, the east side of Fourth Street from Mound Street to Town Street, the south side of Town Street from Fourth Street to Washington Avenue, the east side of Washington Avenue from Town Street to Broad Street, the north side of Broad Street from Washington Avenue to Grant Avenue, the east side of Grant Avenue from Broad Street to Long Street, the north side of Long Street from Grant Avenue to Neilston Street, the east side of Neilston Street from Long Street to the north terminus of Neilston Street, the extension of the east side of Neilston Street along the same bearing from the north terminus of Neilston Street to the south side of Interstate 670, the south side of Interstate 670 from the extension of the east side of Neilston Street to the extension of the west side of Armstrong Street along the same bearing, the extension of the west side of Armstrong Street from Interstate 670 to the north terminus of Armstrong Street, the west side of Armstrong Street from its north terminus to Vine Street, the south side of Vine Street from Armstrong Street to Front Street, the west side of Front Street from Vine Street to Nationwide Boulevard, the north side of Nationwide Boulevard from Front Street to Fourth Street, the east side of Fourth Street from Nationwide Boulevard to State Street, the south side of State Street from Fourth Street to High Street, the east side of High Street from State Street to Main Street, the north side of Main Street from High Street to Third Street, the east side of Third Street from Main Street to Mound Street; and the area bounded by the north side of Broad Street from the east bank of the Scioto River to Marconi Boulevard, the east side of Marconi Boulevard from Broad Street to Long Street, the west side of Marconi Boulevard from Long Street to Spring Street, the south side of Spring Street from Marconi Boulevard to West Street, the north side of Spring Street from West Street to Neil Avenue, the extension of the west side of Neil Avenue along the

**Loading Zones****Effective January 31, 2022**

same bearing from its southern terminus at Spring Street to the east bank of the Scioto River, the east bank of the Scioto River from the extension of the west side of Neil Avenue to Broad Street; and the area bounded by the south side of Sycamore Street from Front Street to High Street, the east side of High Street from Sycamore Street to Willow Street, the south side of Willow Street from High Street to Pearl Street, the east side of Pearl Street from Willow Street to Livingston Avenue, the north side of Livingston Avenue from Pearl Street to Front Street, the west side of Front Street from Livingston Avenue to Sycamore Street shall constitute Zone 3.

- d. Zone 4. Those areas within the City of Columbus corporation limits not included in Zones 1, 2, or 3 shall constitute Zone 4.
- C. A nonrefundable regulatory sign installation fee of three hundred dollars (\$300.00). Said fee shall be payable upon approval of a loading zone permit and prior to the installation of signs for the approved loading zone.
- D. Pursuant to Section 2155.055 of the Columbus City Code, there will be a paid parking out of service fee equivalent to the hourly rate of each approved paid parking space multiplied by the hours the parking space is enforced. Paid parking out of service fees shall be paid prior to issuance or renewal of the approved loading zone permit each year.

**IX. REFUNDS, TRANSFERS AND EXPIRATION**

- A. There shall be no refund of any fees if the loading zone is no longer needed by the permit holder and all signs are removed and public parking is restored to normal operating hours.
- B. Transferring an approved permanent loading zone from the original permit holder to a successor business at the same address may be allowed provided the new business submits an application for approval, that all fees and fines for the previous permit holder are paid and up to date, and that the application requests the same conditions as the approved loading zone, in which case the nonrefundable yearly fee for that year shall not be charged.
- C. All loading zone shall expire on December 31 of each year.

**X. ENFORCEMENT, DENIAL, REVOCATION, SUSPENSION AND TERMINATION**

- A. The operation of a loading zone under these Rules and Regulations is subject to the enforcement of applicable local and state traffic, parking, general offenses, and right-of-way occupancy codes and regulations. The Department and the Columbus Division of Police have the authority to enforce these rules and regulations.
- B. The Department or the Columbus Division of Police may temporarily suspend the operations of a loading zone if the public right-of-way reserved by the permit holder is needed for an emergency or temporary use, including, but not limited to, the construction, maintenance, or repair of a street or utility or special event.

**Loading Zones**

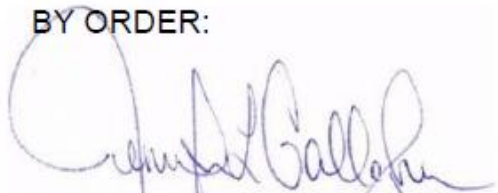
**Effective January 31, 2022**

- C. The Department shall notify the applicant/permit holder in writing and may deny a loading zone or revoke or suspend without refund of any portion of any fees for a loading zone if:
  - 1. The applicant/permit holder fails to comply with the requirements of this policy or other applicable law;
  - 2. The applicant/permit holders makes a false statement of material fact on an application for a loading zone; or
  - 3. The Department determines that the operation of the loading zone would:
    - a. Endanger the safety of persons or property or otherwise not be in the public interest;
    - b. Unreasonably interfere with pedestrian or vehicular traffic;
    - c. Unreasonably interfere with the use of a utility pole, parking meter, traffic sign, traffic signal, hydrant, mailbox, or other object at or near the proposed location of the loading zone; or
    - d. Unreasonably interfere with an existing use permitted at or near the proposed location of the loading zone.

**XI. APPEAL PROCESS**

- A. Any applicant or permit holder shall have the right to appeal the denial, suspension or revocation of a loading zone permit associated with these Rules and Regulations. An appeal must be filed within ten (10) days of the denial, suspension or revocation of a loading zone permit. The appeal shall be on a form provided by the Department, which, at a minimum, shall include the following information:
  - 1. The name, address, telephone number, and email address of the applicant or permit holder; and
  - 2. The reason for the appeal.
- B. Any other information requested by the Department for the purpose of processing and considering the appeal under the requirements of these rules and regulations. The Department may request comments from the applicable area commission, civic association, business association, and/or special improvement district.
- C. The Director will review each appeal and provide a decision within fifteen (15) business days of receiving the appeal and supporting documentation.
- D. The Director's decision on an appeal shall be final.

**BY ORDER:**



**JENNIFER GALLAGHER, DIRECTOR  
DEPARTMENT OF PUBLIC SERVICE**

EXHIBIT A: Loading Zone Permit Fee Zones

