



# CITY OF PHILADELPHIA

DEPARTMENT OF STREETS  
9th Floor - Municipal Services Building  
1401 JFK Boulevard  
Philadelphia, Pennsylvania 19102-1676

Carlton Williams  
Streets Commissioner

Dated: \_\_\_\_\_

I wish to establish and maintain a bus zone for \_\_\_\_\_(company name here)  
per City Code 12-907 at the following location:

\_\_\_\_\_  
Under the following conditions:

1. This permit is good for the period beginning on April 1, 201\_ and ending on March 31, 201\_
2. Application to renew this permit must take place three months before the expiration date.
3. The bus carrier company must provide the City the days and hours of operations of the bus zone, including the exact time of arrival /departure of each bus.
4. The bus carrier company must submit to the City a written safety report that includes all vehicular accidents involving the carrier's buses in the vicinity of the bus zone with each application and renewal for the previous calendar year.
5. The bus carrier company must provide a minimum clear path of six (6) feet alongside the the bus zone (on the sidewalk) to allow a continuous pedestrian passageway. The immediate vicinity of the bus zone, including the actual bus zone must be clear of litter and obstructions (i.e. cones) at all times.
6. No more than one bus per company is allowed in the zone at a time.
7. The maximum time that buses are allowed to reside in an exclusive (non-shared) bus zone is 10 minutes. The maximum time that buses are allowed to reside in a shared bus zone is two minutes.
8. A copy of this permit will be kept available at the office of the bus carrier company and will be exhibited upon request to any properly identified employee of the City of Philadelphia.
9. A copy of the Interstate License must be provided to the City of Philadelphia. Also, the Business Priveledge number must be provided if applicable.
10. The bus carrier company may post no more than one (1) sign to identify the bus zone. The size of the sign must be no larger than 12 inches wide and 18 inches long. In case of a written notification from the City of Philadelphia to remove the sign, the applicant will remove the sign authorized by this permit within 72 hours.
11. Upon approval of this permit, a fee of \$5,000 per year for an exclusive bus zone or \$2,500 per year for a shared bus zone must be paid.
12. This permit will be processed ONLY if both forms are duly filled, signed and returned with a written request letter to:

CITY OF PHILADELPHIA  
DEPARTMENT OF STREETS  
TRAFFIC ENGINEERING  
980 MUNICIPAL SERVICES BLDG.  
PHILADELPHIA, PA 19102-1676

FAILURE TO MEET THE ABOVE STANDARDS IS GROUNDS FOR REVOKING THE PERMIT.

I HEREBY DECLARE THAT I UNDERSTAND AND FULLY AGREE TO COMPLY WITH THE REGULATIONS SET FOR ABOVE.

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

\_\_\_\_\_  
SIGNATURE:

CLEAN AND SAFE STREETS

APPLICATION FOR  
ESTABLISHING  
BUS ZONE

CITY OF PHILADELPHIA  
DEPARTMENT OF STREETS  
TRAFFIC ENGINEERING DIVISION

This Form must be  
returned to the:  
CITY OF PHILADELPHIA  
DEPARTMENT OF STREETS  
TRAFFIC ENGINEERING  
980 MUNICIPAL SERVICES BLDG.  
PHILADELPHIA, PA 19102-1676

I hereby request that the City of Philadelphia grant me permission to establish a bus zone for intercity bus carriers at:

I agree to abide by the rules and regulations set forth by the City of Philadelphia and other agencies regulating intercity bus zones. I agree to have the bus zone established and no more than one (1) sign posted at no risk to the City of Philadelphia and understand that the sign must conform to the standard design published by the Traffic Engineering Division. I further agree to remove the bus zone and sign within 72 hours following written direction to that effect from the City.

SIGN YOUR NAME BELOW

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

PRINT YOUR NAME & MAILING ADDRESS BELOW

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title and Name of Company - if any

\_\_\_\_\_  
Street and Number

\_\_\_\_\_  
City and Zip Code

See next page →