



CITY OF CAMBRIDGE
Traffic, Parking and Transportation
57 Inman Street,
Cambridge, Massachusetts 02139

Susan E. Clippinger
Director

Administration
Parking Violations
Resident Parking

RECEIVED
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OFFICE OF THE CITY MANAGER
99-4700
349-4705
349-4701

June 9, 1995

TO: Robert Healy, City Manager

FROM: Susan E. Clippinger, Director *SC*

SUBJECT: Council Order #7 dated 4/24/95

RE: Guidelines Governing use of Public Parking Spaces

The Department of Traffic, Parking and Transportation issues permits to residents, businesses and contractors for a variety of purposes such as moving, construction, parades, fairs, parties and other reasons. Many of these involve the use of on street public parking spaces. All applicants for a permit from the Department shall file an application 72 hours prior to the permit being issued. This waiting period will allow the Traffic Department to complete its inspection of the site and determine that all requirements can be met and that all other agencies involved are contacted and agree to the request.

At times an applicant will request that the 72 hour waiting period be waived. In this case, the investigator shall evaluate the information and, if possible, issue the Traffic Department permit. However, in no case shall a permit be issued in less than a 24 hour period as this will insure that the public is given adequate notice and that the signing can be installed in a reasonable time.

There is a fee for all permits and the use of metered spaces which must be paid with the application according to the following schedule:

Permit	\$10.00 each
Emergency No Parking Signs	\$2.00 each
Bagging of 1-15 meters	\$25.00
Bagging of 16-30 meters	\$50.00
Use of Meters	\$5.00/day/meter
Extension of Permit	\$10.00

I have attached a copy of the Department's permit issuance and procedures dated 1993.

This year, we have issued the following permits for the use of parking meters on Appian Way and Quincy Street:

<u>Permit #</u>	<u>Date Issued</u>	<u>Effective Dates</u>	<u># of Meters</u>	<u>and Street</u>
2836	1-31-95	Feb. 2,5 1995	9	Appian Way
2930	3-1-95	April 4,8,1995	18	Appian Way
3352	5-15-95	June 5-10, 1995	9	Brattle St.
			2	Appian Way
2837	2-1-95	Feb. 3, 1995	4	Qyincy St.
3071	3-28-95	April 4, 1995	13	Quincy St.
3321	5-17-95	May 18, 1995	4	Quincy St.
3331	5-18-95	May 24, 1995	5	Quincy St.
3357	5-18-95	June 4-19, 1995	27	Quincy St.

All these permits were paid for in accordance with the above fee schedule. These funds are deposited into the parking fund traffic permits and use of meters accounts.

TRAFFIC AND PARKING DEPARTMENT

PERMIT ISSUANCE

AND

PROCEDURES

1993

CITY OF CAMBRIDGE

TRAFFIC AND PARKING DEPARTMENT

TRAFFIC AND PARKING DEPARTMENT
PERMIT ISSUANCE AND PROCEDURES

GENERAL:

The Traffic and Parking Department currently uses two types of permits. They are the STREET OBSTRUCTION PERMIT (B) and the STREET CLOSING PERMIT (P). These permits are issued to residents and contractors who require that parking be removed or altered for the purpose of moving, street construction, parades, fairs and other purposes that traveled lanes and parking must be altered in the interest of public safety.

In most cases, the applicant will also require a permit from the Public Works Department. If a permit from the Public Works Department is required, then the applicant shall be instructed to obtain that permit prior to our issuing a permit.

All applicants for a permit from the Traffic Department shall file an application 72 hours prior to the permit being issued. This waiting period will allow the Traffic Department to complete its inspection of the site and determine that all requirements can be met and that all other agencies involved are contacted and agree to the request.

At times an applicant will arrive with a signed Public Works permit and request that the 72 hour waiting period be waived. In this case, the investigator shall evaluate the information and, if possible, issue the Traffic Department permit. However, in no case shall a permit be issued in less than a 24 hour period as this will insure that the public is given adequate notice and that the signing can be installed in a reasonable time.

STREET OBSTRUCTION PERMIT (B):

This permit is the one that is used most frequently and is used primarily when parking needs to be reserved for any reason. A sample of the application and permit are shown in the appendix. It is very important that every application be completely filled out and all questions answered as any misinformation could lead to a delay in the issuance of the permit or improper posting of signs.

Once the application is reviewed in house, an investigator should inspect the location to insure that the request can be accommodated and that the safety of the public is considered. The investigator shall then recommend approval of the application or make any appropriate corrections and

notify the applicant.

STREET CLOSING PERMIT (P):

This permit is used for parades and street closings for special events such as neighborhood parties, fairs and church functions. A sample of the application and permit are shown in the appendix. It is very important that every application be completely filled out and if more room is needed to describe the parade route, then the information shall be typed on a separate sheet of paper. These applications must be approved by the Fire Chief and the Police Commissioner before it can be processed by the Traffic and Parking Department.

PROCEDURES FOR ISSUANCE OF PERMITS:

When a person comes to the Traffic Department to obtain one of our permits, they should be greeted cordially and informed of the procedures and costs of obtaining a permit from the Traffic Department. The person shall then be given an application to file, either immediately or by mail.

Once the signed application is received by the investigator, they should check the application to make sure it is filled out correctly, that all pertinent information is included and make an itemized estimate of the cost on the application and initial the application. The investigator shall then inform the applicant of the cost, request a check for that amount, and advise the applicant the permit will be ready in three (3) business days. The payment, the application, along with a copy, shall be held by the investigator to be reviewed by the supervisor. At that time, the supervisor shall initial the application and retain a copy of the application and the payment. The investigator shall proceed with an inspection of the proposed permit site, finalize the itemized costs on the application, and prepare a draft of the permit. Any concerns or problems shall be brought to the supervisor's attention.

The following checklist is an aid to the investigators. It is a list of items missed most.

1. Insure complete application. Addresses include zip codes. Description at work site is explicit and detailed. Applicant signs at the BOTTOM of form.
2. Check for conflict. Active permit book; active application

clipboard and permit summary sheet.

3. Check for signal locations. Signal intersection master list. If the applicant is requesting to work at any of these locations, notify the Traffic Signal Engineer or Assistant Traffic Engineer.

The investigator shall then have the pre-numbered permit typed. The typed permits will be reviewed and signed by the supervisor and will be returned to an investigator with the application shortly thereafter to be issued to the applicant. A copy of the application will be attached to the original of the signed permit. IN NO CASE shall an approved application be issued without a signed permit. The permit is a six (6) part form. The following lists the colors and to whom each part is issued:

WHITE-----	Goes to Applicant
BLUE-----	Traffic Dept. files
GREEN-----	Fire Department
YELLOW-----	City Electrician
PINK-----	Public Works Department
ORANGE-----	Police Dept. Detail Office

SIGNING PROCEDURES

Once the application is completed and approved, the investigator shall make up the appropriate number of signs and sketches showing their location. The blank signs are supplied by the Public Works Department and have spaces for the date and time the permit is in effect as well as the purpose that the restriction is being used for. At the end of each day, all signs for posting will be brought to the Public Works Department, along with the sketches showing the locations and left with the permit administration. They then will make sure that their crews post these signs in the appropriate locations.

DEPARTMENT RECORD KEEPING

When an applicant completes the application, the investigator shall record the dates the permit will be in effect, the name of the person or company the permit is issued to, the reason for the permit and the location of the permit in the "ACTIVE PERMIT AND APPLICATION BOOK". The permit number shall also be recorded. The investigator shall then store the Department's copy of the Active Application and Permit in this book. When these permits have expired and are no longer active, they shall be transferred to the

have expired and are no longer active, they shall be transferred to the appropriate PERMIT BOOK.

B - PERMIT BOOK

When the STREET OBSTRUCTION permits are no longer active, they shall be filed in this book. This book is to be kept in NUMERICAL ORDER.

P - PERMIT BOOK

When the STREET CLOSING PERMITS are no longer active, they shall be filed in this book. This book is to be kept in NUMERICAL ORDER.

POSTING BOOK

A copy of the sketches showing the locations of the signs that are sent to the Public Works Department shall be filed in this book according to the date the signs are to be posted.

BAGGING METERS:

Whenever it is necessary to bag meters, they shall be bagged between the hours of 7:00 A.M. and 8:00 A.M. the day the permit becomes effective. The bags shall be removed between the hours of 4:00 P.M. and 5:00 P.M. the day the permit expires.

PERMIT FEES:

The fees for permits, signs and bagging of meters shall be as follows:

PERMIT	\$10.00 EACH
Emergency No Parking Signs	\$ 2.00 EACH
Bagging of Meters	
1 - 15 Meters	\$25.00
16 - 30 Meters	\$50.00
Use of Meters 8:00 A.M. to 6:00 P.M.	\$ 5.00 PER DAY / METER
Extension of Permit	\$10.00

NO permit shall be issued until full payment is received.

Request that payments shall be made by check.

These fees may be waived when the function is being conducted by a City agency, or a charitable function. This determination shall be made by the Director of Traffic or his designee.

DEPARTMENT OF TRAFFIC AND PARKING

CITY OF CAMBRIDGE

57 INMAN STREET

APPLICATION FOR PERMIT

Date.....

Firm Name

Address

Telephone

1. Street and Address.....

2. Distance to and name of nearest intersecting street:

3. Date Permit to take effect.....

For Purpose of (Check One)

- ☐ Angle Loading
- ☐ Temporary Placing of Structures
- ☐ Moving Buildings
- ☐ Digging in or Tearing Up Streets
- ☐ Raising or Lowering Goods, Merchandise, Materials or Machinery into or from Building
- ☐ Opening Manholes
- ☐ Erection of Staging
- ☐ Deposit of Building Materials, Merchandise or Other Goods Within Street
- ☐ Demolition of Buildings (These Applications Must be Approved by Fire Chief)
- ☐ Parking a Cart for the Purpose of Displaying Merchandise
- ☐ Parking of Construction Equipment
- ☐ Other Purpose

Time or Times of Day Which Permit is Requested.....

Estimated Completion Time.....

Description of Work and Size of Street Blockage; and other explanatory information:

Person In Charge at Site _____

Telephone at site or best number for communication to person in charge.....

Signature and Title.....

Do Not Write Below This Line

Received From Applicant
\$ _____ for Traffic Permit

Approved by _____
PUBLIC WORKS COMM.

Approved by.....
FIRE CHIEF

Public Works Permit No. _____

Approved By.....
CHIEF OF POLICE

Traffic Permit No. _____

Permit Recommended.....
PERMIT ADMINISTRATOR



DEPARTMENT OF TRAFFIC AND PARKING
CITY OF CAMBRIDGE
57 INMAN STREET
TEMPORARY STREET OBSTRUCTION PERMIT

Permit No. B-.....

Date.....

Street Obstructed..... Side Obstructed.....
Nearest Intersecting Street.....
Name..... Distance.....

This permit is issued to the following named firm or person:

Name.....
Address.....

Person in charge at site.....
Telephone at site or best number for communication to person in charge.....

THIS PERMIT IS ISSUED FOR THE FOLLOWING PURPOSE ONLY:

- ☐ Temporary Placing of Structures
- ☐ Moving Buildings
- ☐ Digging in or Tearing Up Streets
- ☐ Raising or Lowering Goods, Merchandise or Machinery into or from Building
- ☐ Opening Manholes
- ☐ Erection of Staging
- ☐ Deposit of Building Materials, Merchandise or Other Goods Within Street
- ☐ Demolition of Buildings
- ☐ Parking a Cart for the Purpose of Displaying Merchandise
- ☐ Parking of Construction Equipment
- ☐ Other Purpose

This Permit applies during certain times and days only.

Time of Day..... Days of Week.....
Starting Date..... Finishing Date.....

Maximum Dimensions of Obstruction.....

This street must be temporarily repaired, unfinished excavations must be covered with steel plates strong enough to carry truck traffic, and all equipment and obstructions must be moved or removed so that the following number of ten foot wide travel lanes are open to traffic during times specified.

No. Lanes..... During.....
Hours

No. Lanes..... During.....
Hours

Police details are required at all times when traffic is restricted to one lane for two directions and otherwise as may be determined by the Police Department.

Other Special Provisions:

This street blockage must be barricaded and signs and other protective devices must be installed and maintained during the entire time the street is blocked according to the standards of the DEPARTMENT OF TRAFFIC AND PARKING.

This Permit is required and issued in addition to any required license from the Cambridge Commissioner of Public Works, and is not a substitute therefor. The person accepting this permit shall conform to the Statutes of the Commonwealth, the Regulations of the Department of Traffic and Parking, the ordinances of the City of Cambridge and the conditions in this permit.

This permit may be revoked at any time by the Director of Traffic; a violation of any of its conditions shall work an immediate revocation of the permit. The person to whom this permit is issued shall indemnify and save harmless the City of Cambridge from any damage it may sustain, or be required to pay by reason of the exercise of this permit, or by reason of any act or neglect of himself or any of his employees or agents relating to the exercise of this permit or by reason of any violation of any condition of this permit.



DEPARTMENT OF TRAFFIC AND PARKING

CITY OF CAMBRIDGE

57 INMAN STREET

APPLICATION FOR TEMPORARY STREET CLOSING PERMIT

Date.....

Firm Name

Address

Telephone

Date Permit to Take Effect

For Purpose of (Check One)

☐ Parade, Procession or Formation

☐ Temporary Closing of Streets for Fair, Bazaar, or Special Celebration or Ceremony

Time or Times of Day Which Permit is Requested.....

Estimated Completion Time.....

List the following: Route of march, formation time, location, number of persons involved, destination, street to be closed, description of work, other explanatory information:

.....

.....

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.....

PERSONS RESPONSIBLE FOR SUPERVISION

1.	Name	Address	Phone
2.			
3.			
4.			
5.			

Signature, Title, & Address:

.....

.....

Do Not Write Below This Line

Received from Applicant \$.....

For..... Policemen.

Approved By:.....
FIRE CHIEF

Approved By:.....
CHIEF OF POLICE

Approved By:.....
TRAFFIC DIRECTOR

Permit No.



DEPARTMENT OF TRAFFIC AND PARKING

CITY OF CAMBRIDGE

57 INMAN STREET

Permit No. P-.....

TEMPORARY STREET CLOSING PERMIT

Date.....

- ☐ Parade, Procession, Formation
☐ Fair, Bazaar, Carnival, or Other Celebration

Permission is hereby Granted to:.....

To temporarily parade on, or close the following named sections of streets for the purpose noted above:

Starting Date and Time.....

Finishing Date and Time.....

Formation Time of Parade.....

Number in Parade

DIRECTOR OF TRAFFIC

This permit must be displayed or shown to a police officer upon request.



CITY OF CAMBRIDGE
Traffic and Parking
57 Inman Street,
Cambridge, Massachusetts 02139

George Teso
Director

Administration	349-4700
Parking Violations	349-4705
Resident Parking	349-4701

April 14, 1993

TO: Permit Administrators

FROM: *George Teso*
George Teso, Traffic Director

SUBJECT: Charging for Emergency No Parking Tow Signs

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As of March 1, 1993, a charge of \$2.00 per sign will be collected at the time the street obstruction permit is issued.

Residents moving into or out of their home, funerals, City events and projects and non profit organizations will be exempt from this charge for signs. Any other waiver of the fee must be approved by the Director or his designee.



CITY OF CAMBRIDGE
Traffic and Parking
57 Inman Street,
Cambridge, Massachusetts 02139

George Teso
Director

Administration	349-4700
Parking Violations	349-4705
Resident Parking	349-4701

STREET OBSTRUCTIONS, CLOSING AND PARADE PERMIT FEES

EFFECTIVE MARCH 1, 1993

PERMIT	\$10.00 EACH
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EMERGENCY NO PARKING TOW SIGN	\$ 2.00 EACH
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BAGGING OF METERS

1 - 15 METERS	\$25.00
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16 - 30 METERS	\$50.00
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USE OF METERS 8 A.M. - 6 P.M.	\$ 5.00 PER DAY
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EXTENSION OF PERMIT	\$10.00
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**NO PERMIT WILL BE ISSUED UNTIL FULL PAYMENT
IS RECEIVED**



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Robert Healy, City Manager

Date Sept. 24, 1992

From 
George Teso, Traffic Director

Reference

Subject Contractors Use of Parking Meters

Street obstruction permits are issued to contractors for the obstruction of on-street parking areas only for the following reasons:

- Excavation in or through the parking area,
- Parking lane used as a public walkway due to construction or hazards on the sidewalk,
- Temporary parking of construction equipment and dumpsters when there isn't any space available on or in the construction site,
- Parking of moving vans while loading or unloading,
- When space is required to unload or load building materials, equipment, etc. and no other reasonable area is available.

No permits are issued for parking of workers' vehicles on the public way. They should make arrangements to park off-street or park legally on-street.

LMP:rd



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300

FAX 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 26, 1995

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 30, regarding what guidelines exist to govern reservations of public parking spaces, received from Susan E. Clippinger, Director of Traffic, Parking & Transportation.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachment

Response to Awaiting Report Item Number
Thirty regarding what guidelines exist to
govern reservations of public parking
spaces.

*for original order see -
1995 - City Manager's
Requests # 161C.*

In City Council,

June 25, 1995

*Referred back to
Traffic, Parking &
Transportation on motion
of Councillor Born.*