

Parking Permit Process (as of June 2024)

1. Get permit

- a. **Timing: It's best to begin process at least 1 week ahead of when needed. You can do multiple permits at one time, and for as far out as needed.**
- b. Print off permit application that is included in this packet.
- c. Fill in all areas marked with an asterisk, including at bottom of application.
 - a. For "Location" use 25 W Ogden Place for an alley spot, and 15 W 4th Street for a spot in front of building
- d. Scan/email to row.permits@cincinnati-oh.gov
- e. Within 2 days a permit should be returned to the email address provided. If not contact Transportation & Engineering office at 513-352-3463.

2. Get "No Parking" signs from police

- a. Print off permit and take to District 1 (310 Ezzard Charles Dr, Cincinnati, OH 45214/ phone 513-352-3501)
- b. They will take the permit and provide signs for posting (make sure to get 2 signs for each permit)

3. Post "No Parking" signs

- a. **Timing: set out signs no more than 36 hours ahead of time, but at least 24 hours ahead of when needed.**
- b. Affix signs to tall cone and place on sidewalk adjacent to the space desired.
- c. ASAP after signs posted call District 1 office: 513-352-3501. They will send out an officer to observe the signs, which will make the permit enforceable. Contact District 1 if towing is needed.



Permit and License Center
 801 Plum Street, Suite 425
 Cincinnati, Ohio 45202
 P 513 352 3463
 F 513 352 5397

PERMIT APPLICATION

DATE: (X)
 PERMIT TYPE: _____
 PERMIT NUMBER: _____

PLEASE ALLOW 10-14 DAYS FOR PROCESSING

New construction work requires digital submission or one (1) copy of plans and documentation, unless otherwise requested.

Applicant: (X) _____ Contact Name: (X) _____
 Address of Work: 15 W 4th St Phone: (X) _____
 Location of Work: (X) _____ Fax: _____
 Property Owner: McAlpin Condo Community Email: (X) _____
 Purpose: Need space blocked off to park a vehicle for moving/ delivery within condo community

Start Date: (X) _____ Duration of work: (X) _____

Affected Area: Length: (X) _____ Width: (X) _____ Other: _____

Is there street or sidewalk blockage associated with building construction or demolition? Yes No

Traffic Management Plan Submitted? Yes No Building Permit No. N/A

INFRASTRUCTURE AFFECTED - REQUIRED

Check All That Apply

Pedestrian Safety: Is there adjacent BIKE LANE or SIDEWALK disrupted by the project? YES NO
 (Subject to fines if reported incorrectly or if project circumstances change and DOTE has not been updated)
 IF YES, please indicate how you will preserve access for bicycles and/or pedestrians. Refer to Traffic Management Plan Guidelines.

Roadway: Asph. Conc. Brick Traffic Signal: New Modify Ex.
 Sidewalk: Conc. Paver Street Lighting: New Modify Ex.
 Drive Apron: Pavement Markings:
 Curb: Asph. Conc. Granite

PROJECT DESCRIPTION:

N/A

Person Applying for Permit: _____ Signature: (X)
 (Print Name) (X)

Email permit form and drawings to row.permits@cincinnati-oh.gov Date: (X)