



# TEMPORARY PICK-UP/TAKE-OUT PARKING STALLS

## City of Kirkland Downtown Central Business District

### APPLICATION FORM

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#### REQUESTOR INFORMATION

Business Name:

Site Address:

Applicant Name:

Phone:

Email:

Mailing Address:

#### APPLICATION REQUEST INFORMATION

Due to the COVID-19 pandemic, the City of Kirkland will be responding to requests within the downtown core for conversion of regular on-street parking stalls to 15-minute only on-street pick-up/take-out only parking stalls for businesses, by request only, as well as can be accommodated based on the following guidelines:

#### GENERAL GUIDELINES:

1. Temporary Pick-up/Take-out only stall application: All information requested on the application form must be complete for the request.
2. Only one stall per business is allowed and no more than two parking spaces will be allocated for pick-up/take-out only stalls within one-side of any block face unless approved by the public works department.
3. Pick-up/take-out only stalls will be shared by all businesses and must be equally available for the public to use.
4. Existing loading zones, ADA (American with Disabilities Act) stalls and No Parking Zones (red curb spaces) do not qualify for this accommodation.
5. Stalls will be assigned adjacent to other load/unload or ADA stalls and/or will be adjacent to other requests for pick-up/take-out stalls. City staff will evaluate the request and the



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appropriate parking location nearest and adjacent to the business requesting the accommodation.

6. Signs will be supplied and installed by the City of Kirkland.
7. Duration of the temporary accommodation will last through the Washington's Phase 2 of reopening of the State (for King County) unless other circumstances warrant otherwise. City of Kirkland reserves the right to return any converted parking space back to its previous signage at any time.
8. Existing parking signs indicating time restrictions (4-hour, 2-hour, 30-minutes) will be replaced by regulator 15-minute only signs and may be accompanied by an additional placard indicating take-out only or shop local signage (TBD).
9. These parking spaces will be enforced by parking enforcement.
10. There is no fee associated with these requests.

Submit requests to Kim Scrivner ([kscrivner@kirklandwa.gov](mailto:kscrivner@kirklandwa.gov)). For questions, please email or call 1-425-698-5466.