TOPS NEW ENHANCEMENT FOR SIDEWALK CAFÉ PERMITS

Presentation on Enhancements for the Public
9/21/2020
Enhancements:

- Permittees have the ability to identify individual unit numbers for each sidewalk café, in addition to the physical address.

- Permittees can verify licensing information from the DC Department of Consumer and Regulatory Affairs (DCRA). This is done through an Application Programming Interface that allows the Transportation Online Permitting System (TOPS) website to communicate with DCRA’s licensing portal.

Benefits:

- Time-saving benefits allowing permittees to verify their DCRA license within the TOPS program;

- Verification of licenses by DDOT’s staff allows them to see actual licensing statuses that will allow for more accurate processing of sidewalk café applications;

- Increased enforcement of sidewalk cafes for Public Space Inspection Officers.
TOPS (Transportation Online Permitting System)
Apply for a Public Space Rental/Annual Permit:

- View/Edit/Pay/Print
- Renew a Public Space Rental/Annual Permits
- Print Permit and Sign

Apply for a Public Space Rental/Annual Permit

Permit Types:
- Sidewalk Cafe
- Events/Street Performers
- Vendor Stands
- Kiosks

Processing Time:
- Public Space/Annual Permits requiring Public Space Committee (PSC) approval need a minimum of 45 days to process. Other Public Space/Annual Permits require up to 30 business days for approval. Public Space/Annual Permits are processed on a first-come, first-served basis.

Kiosk Locations:
- There are 3 kiosks at MPD police stations, and 2 at the Permit Office. Occupancy signs can only be purchased from kiosks or obtained at Permit Office.

Renewal:
- The Annual Permit can be renewed 30 days before expiration date. The renewal window is open 30 days after expiration but number of days varies by permit type.
- Renewal windows for different Public Space/Annual Permits vary.

Fees:
- Application Fee: $100
- Permit Fee: $500
- Motor Fee: $500

Application Status:
- A permit application starts with "Tentative" status; after submission it becomes "Pending Assignment" and then moves through several pre-defined statuses before it can be issued.
### New Sidewalk Café Section

**Public Space Rental and Annual Permit**

<table>
<thead>
<tr>
<th>Permits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking on Public Space</td>
<td>Apply to rent an area of public space for the purpose of parking or storing motor vehicles: valets at commercial properties. Requires P. S. Committee approval.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Apply to rent a sidewalk or public space for vendor use as allowed by the DC Building Code, including the parking of motor vehicles.</td>
</tr>
<tr>
<td>Farmer's Market</td>
<td>To stage a farmer's market and to obtain no Parking signs for the event(s). The permit will limit the farmer's market to 26 days of operation over a 6-month period, but may be renewed.</td>
</tr>
<tr>
<td>Intermittent Use</td>
<td>To authorize the establishment of sidewalk or pedestrian area use and to have signage installed. An intermittent use provides regularly scheduled bus service for the general public with limited stops between the D.C. and other areas in close proximity of the District.</td>
</tr>
<tr>
<td>Sidewalk Bus</td>
<td>A van or bus that is used to transport passengers between locations.</td>
</tr>
<tr>
<td>Sidewalk Bus Stop</td>
<td>To authorize the establishment of sidewalk side-walking bus stops and to post signage on an existing pole or to post signage on a new pole. A Sidewalk Bus is a private vehicle with more than 5 seats used for public transportation within the District.</td>
</tr>
<tr>
<td>Valet Parking Zone</td>
<td>Annual Permit authorizes a Permittee, often a restaurant, to have a curbside Valet Parking Zone on a weekly scheduled basis to provide valet parking services to patrons. Requires P. S. Committee approval.</td>
</tr>
<tr>
<td>Tour Bus</td>
<td>Also used for sightseeing and touring purposes, and used to transport passengers principally from one (1) destination to another and back again. All destinations.</td>
</tr>
<tr>
<td>Commuter Bus</td>
<td>To authorize the establishment of a commuter bus stops and to post signage on an existing pole or to post signage on a new pole. A Commuter Bus is a private vehicle with more than 15 seats that transports commuters to and from locations within the District.</td>
</tr>
<tr>
<td>Event Venue Valet Permit</td>
<td>Annual permit authorizes a Permittee to have an occasional curbside valet parking zone to provide valet parking services to those attending events at the property. Requires P. S. Committee approval.</td>
</tr>
<tr>
<td>Moving Container Company</td>
<td>Annual permit authorizes the mobile storage container provider to do business in the District of Columbia public space. Customers of the provider must obtain a separate Company/Parking permit.</td>
</tr>
<tr>
<td>Publisher Bus Occupancy</td>
<td>Publisher Bus Occupancy permit authorizes the permittee to rent publisher boxes within permitted public space. One permit can be approved for multiple publisher boxes.</td>
</tr>
</tbody>
</table>

**Rental**

<table>
<thead>
<tr>
<th>Permits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Sidewalk Café Endorsed</td>
<td>Apply to rent public space for the purpose of establishing a new endorsed sidewalk café permit. Requires Public Space Committee approval.</td>
</tr>
<tr>
<td>New Sidewalk Café Un-Endorsed</td>
<td>Apply to rent public space for the purpose of establishing a new un-endorsed sidewalk café permit. Requires Public Space Committee approval.</td>
</tr>
<tr>
<td>Change Size of Café Seating Area</td>
<td>For changing the café size only. This permit application also requires Public Space Committee approval.</td>
</tr>
<tr>
<td>Change Café Hours of Operation</td>
<td>Change in hours of operation requires a Public Committee approval.</td>
</tr>
<tr>
<td>Convert to Endorsed Café</td>
<td>Convert an existing un-endorsed sidewalk café to endorsed sidewalk café. Other modifications such as adding furniture will need separate permit application. Requires Public Space Committee approval.</td>
</tr>
<tr>
<td>Add Furniture/Equipment to Café Plan</td>
<td>This is to add more tables/chairs and other equipment to an existing sidewalk café. Requires Public Space Committee approval.</td>
</tr>
<tr>
<td>Sidewalk Café Name Change Only</td>
<td>This is to change café name due to ownership change or other reasons for an existing sidewalk café.</td>
</tr>
<tr>
<td>Permits</td>
<td>Apply to construct a public parklet within a metered on-street parking space as part of DOOT’S pilot program. Permits will be valid for up to one year.</td>
</tr>
</tbody>
</table>
Start Date, Location, and Search/Verify:

1) Proposed Start Date
2) Address
3) Search/Verify
4) Next
Public View - Added Unit & DCRA License Numbers:

*New Enhancement!

TOPS will accept any DCRA License Number here and allow the applicant to advance forward in the permit application process.
Message to Ineligible DCRA License Holders:

New Enhancement!

Read the Ineligible License Number message. If you agree, click on Yes. Then click on Next to proceed in the permit application process in TOPS.
Add Restrictions:

Restrictions
Will you block any of the following:

- Bushes
- Fire Hydrant
- Bus Stop
- Drop Off/Lay By
- Drive Way
- Loading Zone
- Snow Route
- Street Cleaning
- Metro Entrance
- Utility Access (e.g., Manhole)
- Capital Bike Share
- Car Sharing Parking
- Furniture/Fixtures
- Zipper

Required Fields

Previous | Cancel | Save and come back later | Next
Estimated Permit Fee Summary

This may not be the final fee/deposit amount. The final fee/deposit will be calculated based on your final selection of dimension and other factors.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Permit Fee</td>
<td>$286.00</td>
</tr>
<tr>
<td>Meter Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Public Inconvenience Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Work Zone Deposit</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Next
1. Read the Important Notice. If you agree, check the box.

2. Then Submit
Transportation Online Permitting System Application Receipt Only

Your application summary:
Application Status: Pending Application Fee
Tracking Number: 19393201
Requested Address: 1100 4TH STREET SW
UNIV CITY A
Event: Non-Sidealk Cafe Enforcement
Requested Date: 11/22/2020
Information Pick up 1100 4TH STREET SW / 2nd Floor, Washington, DC 20024
Applied By: Cheryl Bell
Application Creation Date: 9/4/2020 5:56:51 PM
Please contact a member below for additional information and assistance regarding this program.

• Walter K. Graham, Customer Relations Branch Manager
  • Walter.graham@dc.gov
  • 202-535-2699

• Cheryl Ball, IT Specialist
  • Cheryl.ball@dc.gov
  • 202-409-0594
d. delivers
district department of transportation