



City of West Hollywood

Department of Public Works

Business Request for Bike Rack Installation

In an effort to become a more bike friendly city, the City of West Hollywood Bicycle Parking Program installs bicycle racks on public rights-of-way and easily accessible private rights-of-way (ROW). Bicycle racks provide easily accessible and quality short-term parking options for customers and visitors. If you wish to request a bicycle rack be installed near or on your business property, please review the following information and submit the attached form. There is no fee for the rack and installation is free.

REVIEW BEFORE SUBMITTING FORM

Public Rights-of-Way

The “public ROW” is city owned property, such as sidewalks, street parking spaces and the street itself. The City of West Hollywood will install bike racks at the request of the business owner or resident.

Private Rights-of-Way

The “private ROW” is property owned by a private entity and not by the City of West Hollywood. The City will install bike racks on private ROWs that are easily accessible from public ROWs. This includes setback areas where the building line does not extend to the property line but leaves space available for bicycle rack installations. Bike racks will NOT be installed by the city on private property that excludes the general public, such as inside parking garages.

Rack Responsibility

The City of West Hollywood will assume responsibility for the bike rack but NOT for any property parked at the rack. Racks will at all times be the property of the City of West Hollywood.

Type of Rack

The City of West Hollywood uses an inverted-U rack. The rack is approximately 36” tall and 24” in length. The rack is designed to park two bikes with two points of contact. These racks provide a stable and secure location to park your bike and are virtually maintenance free.

Location Criteria

The City of West Hollywood will install bike racks on public ROWs and private ROWs (see above). Racks must meet the following general guidelines. Racks are subject to additional specific guidelines not listed here. Use the illustrations on page 3 to help you find an area for your bike rack.

- Located in areas easily accessible
- Avoid conflicts with normal pedestrian flow on sidewalks and parked vehicles at curb
- Placed in secure locations
- Provide adequate lighting, high visibility and cover from inclement weather where possible
- Placed at minimum 5 feet from a crosswalk’s edge
- Maintain minimum 7 feet of vertical clearance



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To request a bicycle rack be installed on or near your business property, please fill out this form and submit via email to wdavis@weho.org.

Please Note: A request for rack installation does not guarantee installation. A city representative will determine if your requested location meets the city's Bicycle Parking Placement Guidelines.

Contact Information

Name	
Daytime Phone	
Email Address	

Business Information

Name of Business	
Business Contact	
Business Phone	
Street Address	
Zip Code	

Relationship to Business
<input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Customer <input type="checkbox"/> Employee <input type="checkbox"/> Other

Location Information

Number of Racks Requested: _____

Right-of-Way:

Public
 Private

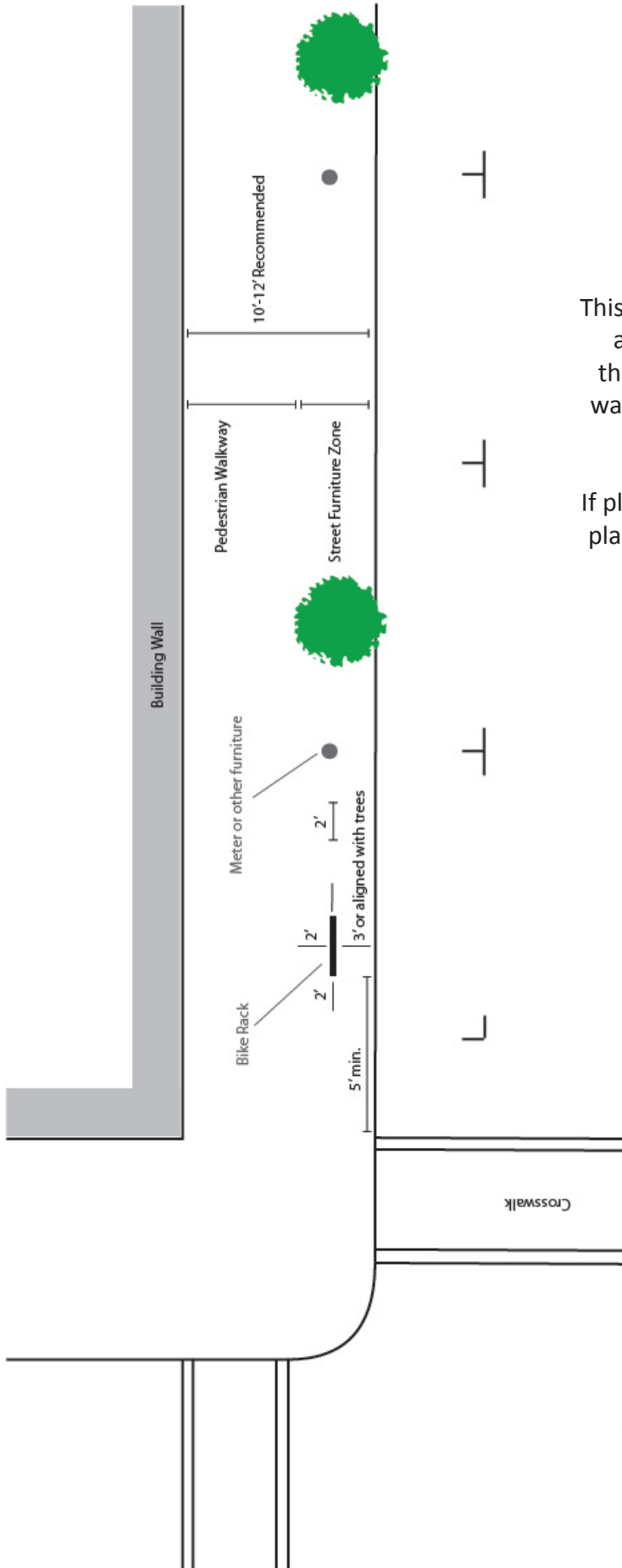
Sidewalk Width (If known):

Less than 10 ft.
 More than 10 ft.

Does the location you are considering appear to meet the requirements on Page 3?

Yes
 No

Single Rack Placement
*Not to scale



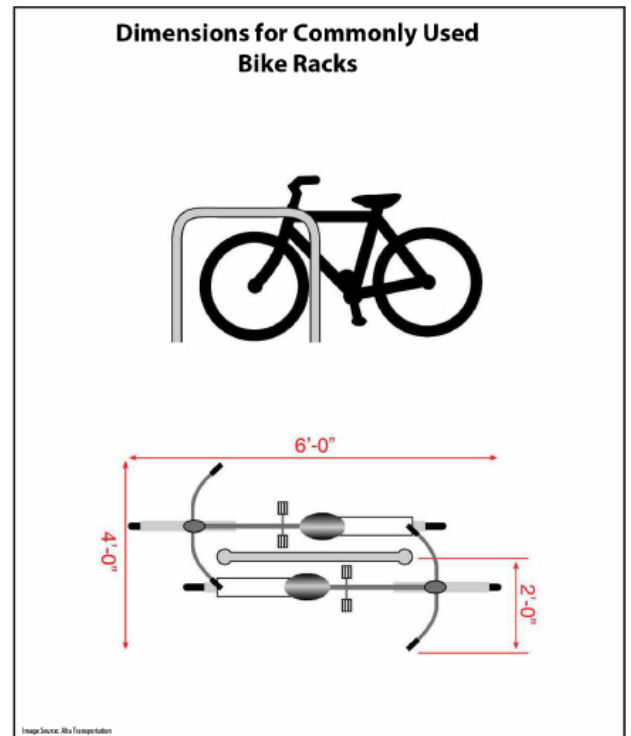
BIKE PARKING ILLUSTRATIONS

Use these images to help you locate a suitable area for your bike rack.

← **Typical Sidewalk Criteria**

This image shows basic guidelines for placing a rack on a sidewalk (Public ROW). Racks should be placed in the Street Furniture Zone, be at least 5' from a crosswalk, and not be too close to existing street furniture, such as trees, parking meter, lights, etc.

If placing a rack on your property (Private ROW), try to place the rack near your main entrance and at least 3' from the building wall.



↑ **Make sure you have room!**

Inverted-U racks can park two bikes. When looking for an area suitable to place a bike rack in the public or private ROW, the area should be accommodate a block 4' x 6' in dimensions with room to maneuver.