

# CITY OF HOUSTON

## BIKE RACK STATION APPLICATION PACKAGE

ALL CORRESPONDENCE IS TO BE DELIVERED  
TO 1002 WASHINGTON AVE., 2<sup>ND</sup> FLOOR, OR MAILED TO:

CITY OF HOUSTON  
OFFICE OF THE CITY ENGINEER  
HOUSTON PERMITTING CENTER  
ATTN: HANNAH YI  
1002 WASHINGTON AVE., 2<sup>ND</sup> FLOOR  
HOUSTON, TEXAS 77002

TEL # (832) 394-9122  
Hannah.yi@houstontx.gov

## **APPLICATION CHECKLIST**

- Bike rack(s) to be donated by applicant to the City
- Application form
- Application fee of \$75.00 for up to one application package by private citizen.
- Appendix B\_2-D Sketch of placement and location of bicycle rack station
- Exhibit for Bike rack details

## **PROCEDURES FOR BIKE RACK STATION APPLICATION**

Applicants requesting placement of a bike rack within the public right-of-way (ROW) must complete Bike Rack station Application Package. All applicants agree to donate bike racks to the City of Houston who is responsible for rack installation. After installation, applicants are responsible for bicycle rack maintenance. Bicycle racks may be subject for removal at any time due to insufficient rack maintenance, mobility obstruction, safety, or need of public ROW for City purposes.

Applicants understand that placement of a bicycle rack within the public ROW means installation is intended for public use only. Advertisements, for profit branding and restriction of use by an individual entity or business is prohibited.

Applicant understands the City of Houston is responsible for the installation of the Bicycle Rack and as such subject to an installation fee. Additional fees may apply if installation hardware does not match specifications in Appendix B.

Applicant agrees to maintain bicycle racks per application package request. Failure to do so results in bike rack removal and possible fees.

Applicants understand that all requirements of this document must be met before the application request may be granted. Failure to submit a complete package will result in return to the applicant.

### 1. Application Form

Submit Bicycle Rack Station application form for any Bicycle Rack Stations located within public ROW. One application is required for each Bicycle Rack Station submitted by a private citizen. Applications submitted by a Management District and/or other entity with an existing maintenance agreement may submit one application with more than one Bicycle Rack Station identified.

### 2. Application Fee

- a. The application fee Bicycle Rack Stations to be located in the public street right- of-way shall be \$75.00 to assist with installation of racks by City staff. If bike racks hardware is not amenable with city resources, additional fees may apply. If sidewalk or concrete surface does not exist, the applicant is responsible for the funding of this additional space as well. Bike Rack Installation is based on the in-kind donation of PWE's Traffic Operation Division and the Houston Permitting Centers' processing of this application.
- b. No fees will be assessed for registration of existing Bicycle Rack Stations.

### 3. Bicycle Rack Specifications

- a. Submit Exhibit to show dimensions of bicycle rack, material of bicycle rack and hardware required for bike rack installation in accordance to [Appendix A](#).

### 4. 2-D Sketch

- a. Submit drawings prepared by Applicant for new Bicycle Rack Stations with dimensions outlined in Appendix A for consideration in [Appendix B](#) of this document, or variation thereof.

- b. Drawings show the proposed placement of the bicycle racks. Indicate measurements, dimensions and distance from the street, sidewalk, surrounding buildings, trees, poles, fire hydrant or other objects.

5. Additional Information

Bike Rack Parking Application Form

[Appendix A](#): Bicycle Rack Specifications

[Appendix B](#): 2-D Sketch (template)

**APPLICANT INFORMATION – Private Citizen**

<b>Name</b>		<b>Date</b>	
<b>Address</b>		<b>Phone</b>	
<b>City, State, Zip</b>		<b>Contact Email</b>	

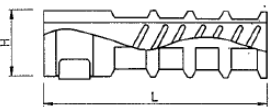
**Bicycle Rack Specifications**

<b>Bike Rack Type</b>	<input type="checkbox"/> U Rack	<input type="checkbox"/> Wheel Secure	<input type="checkbox"/> New Rack	<input type="checkbox"/> Existing Rack
	<input type="checkbox"/> Post & Ring	<input type="checkbox"/> Wave		
	<input type="checkbox"/> Other: _____			

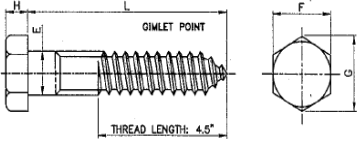
<b>Material:</b> <input type="checkbox"/> Stainless Steel <input type="checkbox"/> Carbon Steel	<b>Coatings:</b> <input type="checkbox"/> Powder <input type="checkbox"/> Thermoplastic <input type="checkbox"/> Galvanized <input type="checkbox"/> Other: _____ <i>Carbon Steel Only</i>
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**Fasteners:**

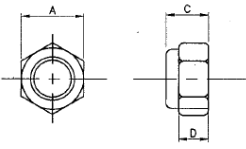
Anchor Lag Shield



8" Hex Lag Screws



Hex Nylon Insert Locknut, Grade 8



TH	L	H
LAG THREAD SIZE	LENGTH	DRILLED HOLE SIZE
	NOMINAL	
3/8"	2"	3"
	3"	3/4"

DIAMETER	E		F		G		H		L
	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	
1/2	0.515	0.482	0.750	0.725	0.866	0.826	0.364	0.362	8

SIZE	C		A		D
	MAX	Min	MAX	Min	Min
5/16	0.359	0.339	0.502	0.489	0.250

MATERIAL: PER A307 GRADE A  
COATING: HOT DIP ZINC PER ASTM F2329 OR IN ACCORDANCE WITH CLASS C OF ASTM A153 AND CLASS D FOR 3/8" DIAMETER AND LESS

DIMENSIONS: ASME B18.16.6  
MATERIAL: CARBON STEEL, GRADE 8 PER ASME B18.16.6, NYLON 6  
THREAD REQUIREMENTS: ASME B1.1 UNC& UNF CLASS 2B

Other: Additional fee may apply where city resources do not have fastener type in stock.

Type:  Length:  
 Width:  Additional Info:

<b>Rack Location (X,Y):</b>		<b>Adjacent Property Name:</b>	
<b>Number of Bike Racks:</b>		<b>Adjacent Property Phone #:</b>	
<b>Description of the requested location:</b>			

**Bike Rack MAINTENANCE**

<b>Responsible Entity</b>		<b>Contact Name</b>	
<b>Contact Email</b>		<b>Contact Phone</b>	
<b>Alternative Contact Name:</b>		<b>Alternative Contact Email:</b>	

**REGISTRATION INFORMATION (OFFICE USE)**

<b>Form Received By</b>		<b>Application Fee Received</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N
<b>Date Received</b>		<b>Bike Rack Specs Sheet</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N
<b>Registration No.</b>		<b>2 – D Sketch</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N
<b>PWE Drawing No.</b>		<b>Site Pictures</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N
<b>Picture Included</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Fasteners (Or Fee)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> N

**APPENDIX A: Bicycle Rack Specifications:**



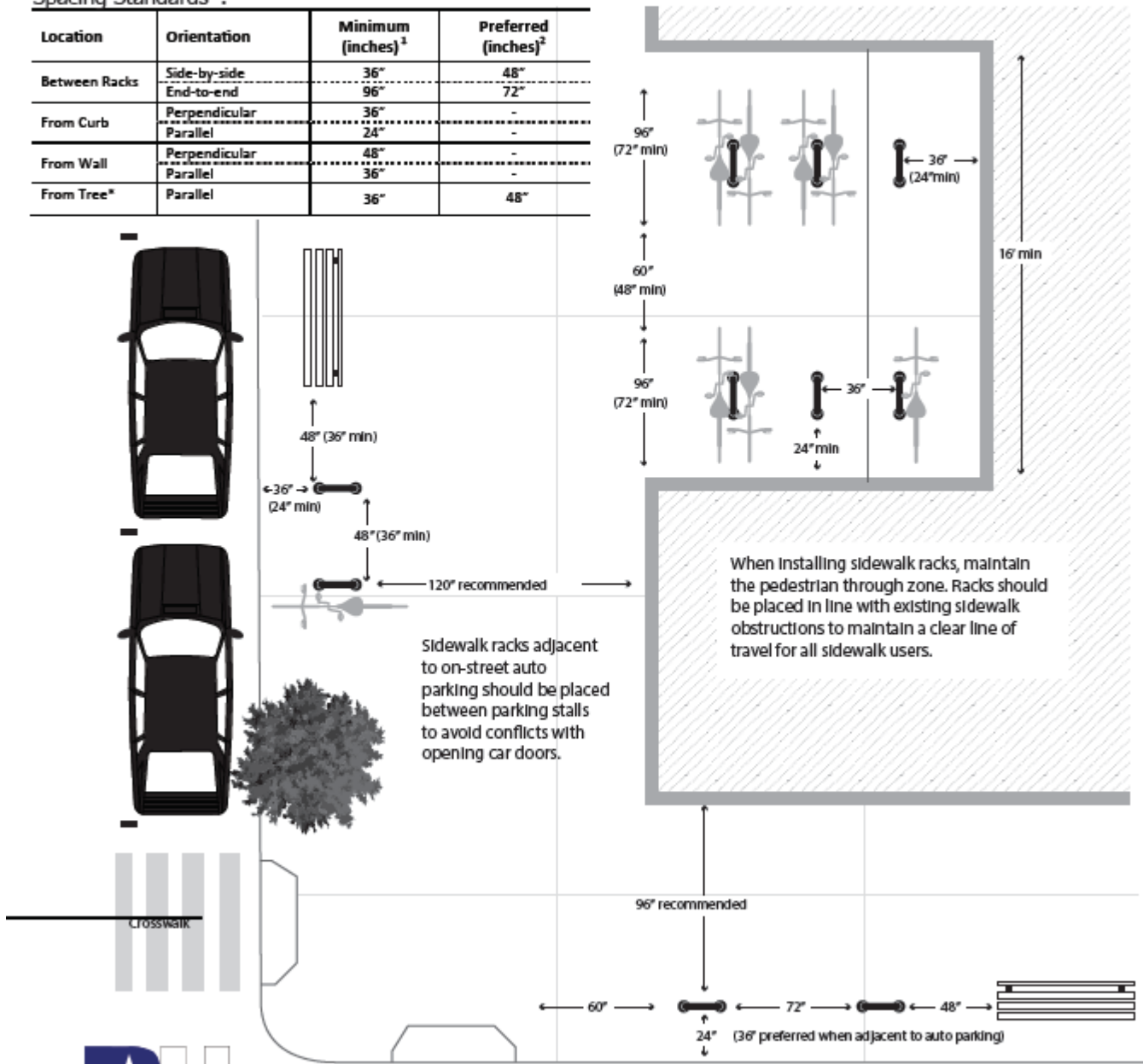
**CITY OF HOUSTON  
BIKE RACK  
APPLICATION**

**APPROVED BIKE RACK PLACEMENT (PEDESTRIAN REALM)**

Bicycle racks should not impede the flow of traffic or cause an unnecessary obstruction within the right-of-way. To ensure proper placement of racks, the following spacing requirements should be applied within the identified rack area as specified below of within APBP Parking Guidelines.

**Spacing Standards\*:**

Location	Orientation	Minimum (inches) <sup>1</sup>	Preferred (inches) <sup>2</sup>
Between Racks	Side-by-side	36"	48"
	End-to-end	96"	72"
From Curb	Perpendicular	36"	-
	Parallel	24"	-
From Wall	Perpendicular	48"	-
	Parallel	36"	-
From Tree*	Parallel	36"	48"



Sidewalk racks adjacent to on-street auto parking should be placed between parking stalls to avoid conflicts with opening car doors.

When installing sidewalk racks, maintain the pedestrian through zone. Racks should be placed in line with existing sidewalk obstructions to maintain a clear line of travel for all sidewalk users.



**Source Information:**  
 - Spacing Standards Modified from AASHTO Guide for the Development of Bicycle Facilities, 4th Edition, P. 6-3, used with permission from the copyright holder.  
 - Diagram: Modified from the Association of Pedestrian and Bicycle Professionals Essentials of Bike Parking, Revision 1.0.

# APPENDIX B: 2-D Sketch (Template):

2D Drawing Layout Example

