



### *Historic Market Square Vehicle Permit Regulation*

Below is the Historic Market Square Vehicle Permit Regulation, to be effective as of February 1, 2005.

#### Historic Market Square Vehicle Permit Regulation

The Historic Market Square Vehicle Permit Regulation is based on the City of Knoxville Code of Ordinances and recommendations from representatives from Departments of Community & Neighborhood Services, Communication & Government Relations, Economic Development, Law; the Knoxville Police Department and the Fire Marshall's Office, and are also based on discussions with representatives from the Central Business Improvement District, the Market Square District Association and the local development community. The goals of this regulation are:

- To maintain a safe and open pedestrian atmosphere on Historic Market Square.
- To protect the new flooring surface and infrastructure upgrades installed in 2003 on Historic Market Square.
- To provide open lanes for public safety service vehicles (police/fire/EMS) entering Historic Market Square during emergency situations.
- To support economic and cultural development and revitalization of Historic Market Square.

To promote the goals of the Historic Market Square Vehicle Permit Policy, no vehicular traffic shall be allowed on Historic Market Square with the exception of fire or other emergency vehicles or vehicles for which a permit for access has been obtained from the City of Knoxville.

Permits for vehicular access to Historic Market Square shall be issued when the Department of Communications & Government Relations, Office of Special Events, or Department of Community & Neighborhood Services, Public Service Division, determines that such access is necessary.

The following are examples of reasons the Department of Communications & Government Relations, Office of Special Events, or Department of Community & Neighborhood Services, Public Service Division, will consider permitting vehicular access to Historic Market Square:

- The need to move large, heavy or cumbersome items into a building or business located on Historic Market Square. The size, weight and/or shape of such items may necessitate access immediately adjacent to the building of destination.
- In the case of construction requiring access for purposes such as delivery of heavy tools or power equipment such as large generators, welders, compressors, cranes, or other materials required for the project.
- Residents moving large, heavy objects into residential space on Historic Market Square.
- Vehicular access needs related to special events, as authorized by the Department of Communications Government Relations, Office of Special Events.

Under the first three examples, should permits be granted, vehicle access would be permitted for purposes of loading and unloading only. "Loading and unloading" is defined as regular, short-term transfer of materials between the permitted vehicle and a Historic Market Square property. Such permits may be requested and, if approved, obtained from the City of Knoxville Public Service Division, City-County Building Room 467, or by calling 865-215-2060. Office hours are 9:00 a.m. to 4:30 p.m. Monday through Friday. For approved requests, permit documentation will be provided at no cost to the permittee and must be picked up and signed for by the permittee.

Permit requests to the Public Service Division should include a contact name and phone number (cellular number is preferred), vehicle information (make, model, color and license number) and Market Square property address. Issued permits must be displayed on the dashboard of the permitted vehicle. The number of permits issued to a company or property may be limited at the discretion of the Public Service Division. The time limits of the permit (access hours and expiration date) will be included on the permit. It is recommended that the applicant include an estimated arrival for each day of access. This will assist the Public Service Division in scheduling field personnel to remove and replace bollards on the day of access. Time limits will be determined at the discretion of the Public Service Division.

Permits related to special events should be requested from the City of Knoxville Office of Special Events, City-County Building, 865-215-4248. Office hours are 9:00 a.m. to 4:30 p.m. Monday through Friday. For approved requests, permit documentation will be provided at no cost to the permittee and must be picked up by the permittee in person.

Permit requests to the Office of Special Events should include a contact name and phone number (cellular number is preferred), vehicle information (make, model, color and license number) and special event information. Issued permits must be displayed on the dashboard of the permitted vehicle. The number of permits issued to a company or event may be limited at the discretion of the Office of Special Events. The time limits of the permit (hours available for access, expiration date) will be included on the permit. Time limits will be determined at the discretion of the Office of Special Events.

Office of Public Service and Office of Special Events will coordinate records of approved permit requests.

City of Knoxville staff will make every effort to coordinate vehicular access to Historic Market Square in a timely fashion, but recommend requesting a permit(s) five (5) business days in advance to assure that vehicular access requests do not conflict with previously scheduled events or activities.

Although the Office of Special Events and the Public Service Division will have flexibility to provide access at any time throughout the day, those who seek vehicular access permits urged to apply for access to Historic Market Square between the hours of 7:00 a.m. and 9:00 a.m., Monday through Friday. Access during the week (Monday – Friday) between 11:00 a.m. and 2:00 p.m. or after 5:00 p.m., and weekend access will be discouraged.

Permittees will be required to sign a copy of the permit regulations, acknowledging they have read, understand and will comply with the policy and the time/date limits issued on their permit(s).

Once a permit is approved and signed for, the permit must be displayed on the dashboard of the permitted vehicle. All approved applicants, whether they received their permits from the Public Service Division or the Office of Special Events, will be required to call the Public Service Division and confirm their estimated time of arrival one business day before for each day access has been permitted. Once an access time has been confirmed, a representative from the Public Service Division will meet the permittee on-site and remove a bollard(s) for the permitted vehicle to access Market Square at the time requested by the permittee. Once access is obtained, the Public Service representative will replace the bollard and make arrangements with the permittee to remove the bollard in order for the permitted vehicle to leave Market Square at a later time, but within the times designated on the permit. Any permitted vehicle not following this procedure will lose its permit and will be considered to be on Market Square illegally.

All permittees must park for loading/unloading in a manner that will not restrict the fire and emergency vehicle traffic lanes located on the east and west sides of the Square, and as posted at all four entrances points to Historic Market Square. It is recommended that all vehicles parked on Historic Market Square utilize an oil absorbent pad or catch pan so as not to mark the Square flooring surface with oil or other fluids.

Private vehicles without permits are not allowed on Market Square. Knoxville Police Department will patrol the area and enforce applicable traffic laws, including issuing citations and/or towing as appropriate.

The following alternative loading/unloading options will be suggested to those seeking vehicular access to Historic Market Square: (1) Commercial loading spaces on Wall Avenue, (2) Commercial loading spaces behind the stage at the north end of the Square and (3) Commercial loading spaces on Union Avenue.

The following parking options will be suggested as alternatives to parking on Historic Market Square: (1) the Market Square Parking Garage; (2) Metered on-street parking spaces \*\*\* these are subject to the time limits posted; (3) State Street parking lot; (4) Coliseum parking lot; (5) Locust Street Parking Garage

*I have read, understand and will comply with the vehicle permit regulation described above.*

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Name (printed)

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Signature

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Date