INTRODUCTION

PUBLIC WORK STANDS AND INFLATION DEVICES ARE BECOMING MORE COMMONPLACE
(PRODUCT: SARIS CYCLE AID STATION)
Biking is booming in New York City thanks to an expanding network of bike lanes and greenways. As more New Yorkers discover the joy and efficiency of riding a bike, secure bike parking becomes increasingly important. Real estate brokers and building managers now advertise secure bike parking to prospective clients and tenants. Cutting-edge technology companies like Google and Foursquare provide indoor bike parking for their employees. Discerning customers plan their shopping in neighborhoods with a secure place to lock up.

New York has welcomed several innovations in bike parking over the last decade, including the city’s first bike corral (on-street bike parking), the landmark Bike Access to Office Buildings Law and the conversion of 12,000 decommissioned parking meters into bike racks.

While the Big Apple's bike parking network has improved over time, secure bike parking remains one of the biggest barriers to riding a bike for New Yorkers. This guide is meant to assist building managers, business owners and community members in providing secure bike parking for their tenants, customers and neighbors.
THE LAW

EXISTING BUILDINGS
In 2009, Transportation Alternatives secured passage of the Bike Access to Office Buildings Law. The law gives employees who work in buildings with a freight elevator a formal process for requesting bicycle access in their workplace. Under the law, employees can, with their employer’s approval, demand that their building manager develop a Bicycle Access Plan. The plan details how employees can bring their bike into the building, including designating acceptable entrances, pathways to freight elevators and any available bike storage space in the building. Appendix D provides a detailed, step-by-step guide for employees, their employers and building managers to request and implement a Bicycle Access Plan.

NEW AND RENOVATED BUILDINGS
Most new or renovated commercial buildings are required to install one bike parking space per 7,500-10,000 square feet.

PARKING GARAGES
Parking garages with a capacity of more than 100 cars are obligated to provide at least one bike parking spot for every ten car parking spots, for a total of up to 20 parking spots for bikes. Garages with bike parking must also provide a bike rack and lock to which customers may secure their bikes.

TAKE ACTION
The Bike Access to Office Buildings Law has one major limitation: building managers are required to allow tenants to bring their bikes inside the buildings only during regular freight elevator operating hours. Because many freight elevators stop working at 5 pm or earlier, many tenants can’t leave with their bikes at the end of the day. Council Member Brad Lander has introduced an amendment to the law – Intro...
522 - which would enable tenants to take their bikes on a building’s passenger elevator after the freight elevator is closed. Call or e-mail your council member today and ask them to support Intro 522. Google “Find my council member” or e-mail bike@transalt.org to find yours.

SPACE REQUIREMENTS

BICYCLE PARKING = SPACE EFFICIENCY

Secure bike parking requires relatively little space and can be installed in almost any part of a building. Many buildings have some unused space—at the end of hallways, in the lobby, underneath stairs and on underground levels—that can easily be converted to bike parking. A space of 14 feet by 6 feet can store up to a dozen bicycles.

For horizontal parking, allow for two feet by six feet for each bicycle parking space. For vertical parking, allow for four feet by two feet and a height of six feet for each space. While these are general standards to follow, certain bike racks can accommodate more bikes in less space (See Appendix A for a full list of bike rack suppliers). Install bike racks so they are easily accessible to tenants and their bikes. Staggering the height of hanging racks can also increase space efficiency. To allow room for maneuvering provide an aisle of at least five feet behind parked bikes.
There are several ways to accommodate secure bike parking in a workplace. The keys to successful parking are solid equipment, security and accessibility.

1. DEDICATED AREA OR ROOM FOR BICYCLE PARKING
A bike room is one of the safest and most convenient ways to provide bike parking for your tenants. An effective bike room is easily accessible, well-lit and secured by a locking door if possible. Locate the room near a building entrance and install bike racks along the wall or floor. Wall-mounted racks are increasingly popular because of their space efficiency. Twelve hanging bikes can fit in a 14’ x 6’ space, but standing racks can also be practical for bigger spaces.

2. IN-OFFICE BICYCLE PARKING
Thanks to the Bicycle Access to Office Buildings Law, tenants may use buildings’ freight elevators to bring their bikes into their office spaces. Hanging racks work particularly well in tight office spaces. Foursquare, for example, provides dozens of standing bike racks in its office. While this might not be appropriate for all offices, storing bikes in an office provides an additional layer of security for bicycles and an additional convenience for employees who commute by bike.

3. PARKING GARAGES
Many garages have unused space near ground level entrances that can be easily converted to bicycle parking. Bike parking should be well lit, visible and in a convenient location and separate from car parking. To allow for sufficient space to maneuver bikes, place bike racks about two feet from walls, allowing enough space for the front wheels to hang over the rack. Any New York City garage with a capacity of more than 100 automobiles is required to provide bike parking. See page 6 for details.
VERTICAL BIKE RACKS MAXIMIZE THE NUMBER OF BIKES THAT CAN BE STORED IN A LIMITED AMOUNT OF SPACE. (PRODUCT: SARIS VERTICAL WALL RACK)
BICYCLE PARKING GUIDE

PG 10 BIKE PARKING IS A GREAT MEDIUM FOR ADVERTISING YOUR BUSINESS OR ORGANIZATION
(PRODUCT: SARIS BRANDED BIKE DOCK)
SECURE OUTDOOR BIKE PARKING

1. BIKE LOCKERS
Bike lockers provide optimal security while protecting bikes from rain and snow. They can be located inside or outside where sufficient space is available. Lockers cost approximately $500 and can park two bicycles in a 5' x 2' space. Some bike lockers can be stacked to provide more space. See Appendix B for a full list of bike locker suppliers.

2. LOCKED FENCED-IN AREAS
New York University, John Jay and Brooklyn colleges all have secure outdoor bicycle parking. The space allocated for this type of parking should be accessible with an ID, swipe card, or key and should be located close to a building entrance. The space requirements vary depending on demand, but are comparable to the space required for indoor racks. Security guards provide an additional level of security at big outdoor bike parking locations. See Appendix A for a listing of bike rack suppliers.

3. BIKESTATIONS
Bikestations are privately or publically managed indoor bike parking facilities that are often combined with other services for bicyclists, including repair stations, bike rentals, changing rooms or bike shops. In most cases, individuals can pay to reserve a regular, 24-hour parking spot in a bikestation as a member or park their bike temporarily for free. Bikestations are often located near public transportation hubs, which make them popular with commuters. There are currently no bikestations in New York City, but cities like Washington DC, San Francisco and Long Beach, California have thriving stations. See Appendix C for a list of bikestation locations and companies.
The most important qualities of successful residential bike parking are accessibility and security. Bike rooms are one of the most popular residential parking solutions because many New York City apartments are too small to accommodate bikes. A relatively small room (14’ x 10’) can store up to a dozen bicycles. Bike rooms should be accessible on the ground floor or in the basement if possible, well-lit and secure. Locking rooms are best. If possible, tenants should have 24-hour access to the room.

Old boiler rooms or under-utilized space beneath stairs, in parking garages, hallways or lobbies can all also accommodate bike parking. This space should be as secure and accessible as possible. Install bike racks for tenants to lock their bikes to and place the parking as close to a building entrance as possible. Remember to leave an aisle with a width of at least five feet behind parked bikes to allow room for maneuvering. For more detailed information on bike rack installation, see the Space Requirements section on Page 7.

If possible, allow tenants to access passenger or freight elevators with their bikes. Many New Yorkers rely on their bike as their primary mode of transportation and keeping a bike in an apartment is often the easiest mode of storage. Bikes track no more dirt or water into a building than a baby carriage and pose no additional insurance risk.

See Appendix A for a full list of bike rack suppliers.
A GUIDE FOR TENANTS

Like any change to your building, installing secure bike parking requires the approval of your building management. Many co-op boards or landlords will be open to the idea, provided you can suggest space and demonstrate that bike parking will be used. Others may take some convincing. These simple steps will help increase your chances of winning your building management’s approval.

FIND A SPACE
Identifying potential areas for bike parking is key to making a successful pitch to your building management. Note the dimensions of the space, access from entrances and how many bikes it can accommodate.

TEAM UP
Collect the names of other tenants in your building who want bike parking before you approach your building management. Co-op boards or landlords are more likely to take your request seriously if you can demonstrate broad demand for secure bike storage.

MAKE YOUR CASE
Come prepared with these facts about secure bike parking:

• Secure indoor bike parking boosts property values and attracts quality tenants.

• Installing secure bike parking is cheap and often doesn’t require any construction or renovation.

• Bikes do not affect standard wear and tear of high trafficked lobbies and track in no more dirt that the occasional dirty shoe, boot, baby carriage or umbrella.
REQUESTING BIKE RACKS FROM THE CITY

The New York City Department of Transportation installs free sidewalk bike racks based on community demand through its CityRacks program. Due to the program's popularity, there is currently an extensive backlog of requests. The best strategy for getting racks installed through the program is to team up with local businesses, civic associations and community boards to request racks in bulk for your neighborhood. The following page offers a step-by-step guide to this process.

Business owners and community members can also purchase and install their own bike rack by filling out a permit, found here: www.nyc.gov/html/dot/downloads/pdf/self-install-rackapp.pdf. See below for a guide to siting a bike rack on your street.
STRATEGIES FOR SUCCESS

Some simple steps you can take to get the DOT to prioritize installing racks in your neighborhood:

1. Print out CityRacks applications (www.nyc.gov/html/dot/downloads/pdf/cityrackapp.pdf) and ask local business owners to fill them out. Collect as much information about the business and sidewalk space as possible.

2. Use our siting guide to double check the feasibility of the location. Collect all of the CityRacks applications after business owners fill them out.

3. Take a picture of each business and the sidewalk in front of it.

4. Put all of the businesses or organizations in a spreadsheet. Include their name and address, owner’s name and contact information, approximate width of the sidewalk and any major obstructions outside the business (e.g., fire hydrants, street trees, wheelchair ramps).

5. Send the spreadsheet to your local community board and ask them to provide feedback and write a letter of support for the racks. A community board may submit the applications to the DOT on your behalf. (See page 16 for tips.) You can also ask civic associations, business improvement districts and other local stakeholders to draft letters of support. In general, the more support you have, the better.

6. E-mail your council member and let them know you’re submitting a bulk request for bike racks. Ask for help moving your request through the community board.

7. If the community board does not submit the applications to the DOT for you, deliver or mail the CityRacks applications, spreadsheet, photos of businesses’ sidewalks and letters of support to:

   NEW YORK CITY DEPARTMENT OF TRANSPORTATION
   CITYRACKS PROGRAM
   55 WATER STREET
   NEW YORK, NY, 10041
STRATEGIES FOR SUCCESS (CONTINUED)

TIP: BE PATIENT
The Department of Transportation may take several months to process your request. Be patient and don’t hesitate to reach out to T.A. with any questions: bike@transalt.org.

TIP: ENVISION THE BIGGER PICTURE OF BIKE PARKING
It’s best to present your request to the community board or local business owners as a comprehensive plan for improving bike parking in your neighborhood. If possible, talk about how your proposal will fill gaps in existing bike parking in your neighborhood and supplement other pieces of the bike network, including bike lanes or greenways. It’s also helpful to mention how reliable bike parking will encourage people to explore your neighborhood on bike, boosting local business and incentivizing safe, environmentally responsible forms of transportation. Don’t hesitate to reach out to Transportation Alternatives for help working with your community board at bike@transalt.org.

A BIKE CORRAL PROVIDES PARKING FOR 10 TO 15 BIKES IN A SPOT PREVIOUSLY USED BY ONE CAR
SUCCESS STORY: CROWN HEIGHTS, BROOKLYN

Brooklyn residents and Transportation Alternatives activists Chris McNally and Judy Bartlett noticed a dearth of bike racks in Crown Heights. With the help of some friends, Chris and Judy collected over 80 CityRacks applications from neighborhood businesses. They presented the applications to the local community board, who voted to submit the applications the DOT. A few months later, the DOT installed the first of many new bike racks in Crown Heights.

BIKE CORRALS

Bike Corrals repurpose a car parking spot or no-standing zone with parking for 10 to 20 bikes. Installing bike parking on the street frees up valuable sidewalk space and enhances the visibility and attractiveness of nearby storefronts. Bike Corrals also have a 'day-lighting' effect at dangerous intersections because they prevent cars and trucks from double parking, making it easier for pedestrians to see on-coming traffic. They're a win for business, too, because they allow 10 to 20 times as many customers to park directly outside a local business than a conventional parking spot.

The Department of Transportation partners with local business owners to install bike corrals for free throughout the five boroughs. Business partners are responsible for maintaining the corral, including sweeping out leaves, planting flowers in DOT-provided planters and clearing snow. Go to www.nyc.gov/html/dot/html/bicyclists/bike-corral.shtml to learn more and request a bike corral for your block.

SUCCESS STORY: COBBLE HILL, BROOKLYN

For years, trucks would illegally park in a no-standing zone on the corner of Smith and Sackett streets in Brooklyn's Cobble Hill neighborhood, making it difficult for drivers and pedestrians crossing Smith Street to see on-coming traffic. In 2011, after several serious car crashes at the intersection, the DOT installed a bike corral in the no-standing zone to prevent illegal parking and increase visibility. Since the corral's installation, crash rates at the intersection have dropped dramatically. Today, the corral is regularly filled to capacity with bikes.
REMOVING ABANDONED BIKES

The NYC Department of Sanitation is charged with removing abandoned or "derelict" bicycles that are locked to public property. Derelict bikes are defined as having a combination of three or more damaged, rusted or missing components, including forks, back wheels, pedals, etc. Under current guidelines, the Department of Sanitation posts a notice on a derelict bike stating that the bike will be removed a week after the posting. If the owner does not remove the bike from the public property within seven days, the Department of Sanitation removes and disposes of the bike.

Given the scarcity of secure bike parking in New York, removing abandoned bikes creates more space to lock up and improves the aesthetic landscape of New York's streets. Call 311 to submit a complaint about a derelict bike.
INTRODUCING BIKE VALET

Bike valet is like a coat check...for your bike! At dozens of NYC’s top events, including Central Park Summer Stage, Celebrate Brooklyn and Brooklyn Bridge Park’s Movies With A View, T.A. staff and volunteers set up a secure area of bike racks, and offer free valet service to event goers who arrive by bike. Patrons receive a branded claim ticket and leave their bikes with trained staff. T.A. bike valet brings convenience and peace of mind to event patrons and provides a secure, orderly site plan for event planners. The service is free to users and provides a useful service and an added feel-good component at some of New York City’s premiere outdoor summer events.

To request bike valet for your event, learn more about sponsorship and to find bike valet locations in New York City, visit: TRANSALT.ORG/ BIKEVALET.

BIKE VALET SPONSORS INCLUDE:
TRANSPORTATION ALTERNATIVES
CORPORATE MEMBERSHIP

LET T.A. HELP YOU INSTALL SECURE BIKE PARKING!

Installing bike parking for your company can be a complicated process but Transportation Alternatives is here to help! Transportation Alternatives’ Corporate Membership Program allows your company to enjoy great membership privileges, year-round health benefits for your employees and a bike parking consultation with industry experts. When you sign your company up, staff will help you determine the best bicycle friendly site, identify current problems, assess your needs and recommend the best style of bike rack for your workplace.

T.A.’s corporate members are prominent businesses that provide critical support to T.A.’s campaigns for biking, walking and public transit, while demonstrating a commitment to safer streets and a sustainable New York City. Visit transalt.org/corporate for more information and to enroll.
Q: WHAT ABOUT NEW YORK STATE BUILDING RULES AND REGULATIONS?

A: Building owners and managers sometimes cite concerns about fire codes and liability as deterrents to providing bike facilities. New York State building regulations, however, do not restrict sensible bike parking.

They state that because bicycles emit no exhaust and are not flammable, they are not considered hazardous and pose no regulatory problems. Bikes are not fire hazards. Storage of bicycles in designated rooms keeps them out of the way and poses no safety risks. Bicycle racks installed in a lobby or at the end of a hallway can easily be located to satisfy fire and building inspectors.

The Bike Access to Office Buildings Law guarantees that employees who have space set aside for bikes in their workplace can no longer be refused building access by security or building management. See Appendix D for information about how you can propose bike parking in your office building.

Q: WHAT ABOUT LIABILITY?

A: Loss of personal property is not a potential liability issue for private landowners, since owners and managers never assume "possession" or "control" of the individual bikes. By posting signs, building managers alert bike owners of the personal responsibility they assume when locking up their bike. Bike racks provided within the building operate under the "At Your Own Risk" policy as long as signage is clearly posted. Ask tenants to sign waivers to further reinforce their individual accountability. In buildings with indoor bicycle parking, owner liability for damaged or stolen bicycles has not been a problem.

Q: WHAT ABOUT RESTRICTIONS ON BIKES MENTIONED IN THE BUILDING’S LEASE?

A: A lease stating restrictions on bicycles can be easily modified.

Q: DO BICYCLES IN THE BUILDING AFFECT OUR INSURANCE?

A: The presence of indoor bike parking does not affect standard insurance policies for industrial, commercial or office buildings.
Q: WHAT ABOUT DAMAGE TO THE LOBBY AND BUILDING INTERIOR?

A: Bikes do not affect standard wear and tear of high traffic lobbies. Bikes track no more dirt than people with the occasional dirty shoe, boot, baby carriage or umbrella.

Q: IS THERE A POSSIBILITY OF BICYCLES OR BIKE RACKS CAUSING INJURY?

A: There are no documented cases of injury caused by a bicycle within a building. Moreover, a bicycle rack is a large and readily observable object that is not inherently dangerous. Hazards associated with indoor bicycle parking are negligible.

Q: CAN I LOCK MY BIKE TO CITY PROPERTY, INCLUDING STREET SIGNS?

A: The rules regarding bike parking to street signs are unclear, which means that there is always a chance your bike could be removed. If you do lock to street signs, try not to block the sidewalk for pedestrians. As for private property, including scaffolding, fences, railings and awning posts, it is up to the property owner or manager. Locking to a bike rack is always your best bet. Here's a helpful guide to parking on the street:

BAD BIKE PARKING CHOICES

• Trees: Parking at a tree will get you a $1,000 fine.
• Street Sign Posts with Missing Signage: Your bike and lock can be lifted up and off the sign. Be sure that the post is secure in the ground.
• "X" Bars of Scaffolding These beams can easily be detached with wrenches.
• Bus Stop Signs: This will block people from getting on and off the bus.
• Doormen or Security Guards They will not leave their posts if someone runs off with your bike.
• Unattended: Even for "just a minute." A thief will have the speed advantage.

GOOD BIKE PARKING CHOICES

• Designated Bike Racks
• NYC Circle Racks
• Inverted-U Racks
• Ribbon Racks
• Spiral Racks Double-U Rack, etc.
• Garages with Designated Bike Parking
Parking garages with capacity for more than 99 cars are required to provide bike parking
• Covered Bike Parking Shelters – Located at a popular subway stops. They resemble bus shelters. The NYC DOT has mapped out their locations.

Google “CityRacks” for all public rack info.
APPENDIX A

BIKE RACK SUPPLIERS

RACK & GO
EXCLUSIVE VENDOR OF SARIS BIKE RACKS AND ACCESSORIES IN THE NEW YORK METRO AREA

420-B TARRYTOWN ROAD
WHITE PLAINS, NY 10607
CONTACT: 1-866-517-RACK
GOCONTACT@RACKANDGO.COM

SARIS PARKING - 5253 VERONA ROAD, MADISON WI 53711, (800) 783-7257, WWW.SARISPARKING.COM

DERORACKS - 504 MALCOM AVE SE, SUITE 100, MINNEAPOLIS, MN 55414
NYC CONTACT: (917) 463-3769, WWW.DERO.COM

BIKE SECURITY RACKS CO - 14 AVON PLACE, CAMBRIDGE, MA 02140, (800) 545-2757, WWW.BIKERACKS.COM

BIKE-UP BICYCLE PARKING SYSTEMS - 6 ANTARES DRIVE, PHASE II, UNIT #10B, NEPEAN, ON, K2E 8A9 CANADA 1-800-661-3506, WWW.BIKEUP.COM

BRANDIR INT’L, INC. - 521 5TH AVENUE, 17TH FLOOR, NEW YORK, NY 10175
(212) 505-6500, WWW.BRANDIR.COM

CREATIVE PIPE, INC. - PO BOX 2458, RANCHO MIRAGE, CA, 92270 (800) 644-8467, WWW.CREATIVEPIPE.COM

MADRAX - 1080 UNIEK DRIVE, WAUNAKEE, WI, 53597, (800) 448-7931, WWW.MADRAX.COM

SPORTWORKS - WWW.SPORTWORKS.COM
APPENDIX B

BIKE LOCKER SUPPLIERS

CYCLE-SAFE, INC. - 5211 CASCADE ROAD SE, SUITE 210, GRAND RAPIDS, MI 49546, (888) 950-6531, WWW.CYCLE-SAFE.COM

BIKE GARD, INC. - PO BOX 520, REXBURG, ID 83440, (208) 356-0744, WWW.BIKEGARD.NET

AMERICAN BICYCLE SECURITY CO. - PO BOX 7359, VENTURA, CA 93006, (800) 245-3723, WWW.AMERIBIKE.COM

MADRAX - 1080 UNIEK DRIVE, WAUNAKEE, WI 53597, (800) 448-7931, WWW.MADRAX.COM

SUNSHINE U-LOK CO. - 31316 VIA COLINAS, SUITE 102, WESTLAKE VILLAGE, CA, 91362 (818) 707-0110, WWW.SUNSHINEU-LOK.COM

APPENDIX C

BIKESTATIONS AND OTHER BIKE PARKING RESOURCES

BIKESTATION - 110 WEST OCEAN BOULEVARD SUITE 19, LONG BEACH, CA 90802, (877) 572-BIKE, WWW.BIKESTATION.COM

MCDONALD’S CYCLE CENTER - 239 EAST RANDOLPH STREET, CHICAGO, IL 60601, 312-729-1000, INFO@BIKECHICAGO.COM

THE BIKE RACK - 2148 EAST 4TH STREET, CLEVELAND, OH 44115, (216) 771-7120, WWW.CLEVELANDBIKERACK.COM

BIKESTATION DC - 50 MASSACHUSETTS AVENUE NE, WASHINGTON, DC. 20002, (202) 962-0206, WWW.BIKESTATION.COM

ALTA PLANNING BIKE PARKING SERVICES - (877) 347-5417, ALTAPLANNING.COM/APP_CONTENT/FILES/ALTA_BIKEPARKING_QUALS.PDF
Thanks to the 2009 Bike Access to Office Buildings Law (Local Law 52) championed by Transportation Alternatives, New Yorkers now have a formal process for requesting indoor bike parking in their workplaces.

**OVERVIEW OF LOCAL LAW 52**

Local Law 52 aims to increase bicycle commuting by providing bicyclists with the opportunity to securely park their bikes at their workplace or other designated areas. If a building is primarily occupied by offices, has a freight elevator and was in existence on December 11, 2009, then it is subject to the law. All that is required to set things in motion is a tenant’s request for a Bicycle Access Plan.

**BENEFITS OF LOCAL LAW 52**

Local Law 52 benefits both individual bicyclists and the greater city. On an individual level, the law facilitates a healthy and active lifestyle while supporting a cost-free commuting option. On a citywide level, by encouraging everyday commuter bicycling, the law supports a carbon-free mode of transportation and helped reduce overcrowding on the city's subways and buses.

**BICYCLE ACCESS PLANS**

**LOCAL LAW 52, § 28-504.3**

The responsibilities and rights of all the stakeholders involved in the application of this law are detailed below. This section describes the step-by-step process of securing bicycle access to a commercial building.

**Step 1:** Employee approaches employer (tenant/sub-tenant of building) and requests permission to bring his or her bicycle into the office.

**Step 2:** If the employer is in agreement, the process continues. Under the provisions of the law, an employer is not mandated to accept an employee’s request.

**Step 3:** The employer requests in writing — on a form provided by the Department of Transportation via the DOT’s website — that the owner, lessee, manager or other person who controls the building complete a Bicycle Access Plan.
In order to officially initiate the request, the employer must also send a printed copy of the online request for access to the above mentioned parties by certified mail, return receipt requested.

**Step 4:** Within 30 days of receiving the employer’s request, the owner, lessee, manager or other person who controls the building must complete and implement the Bicycle Access Plan. Requests for exceptions to compliance are discussed in the next section.

**Step 5:** The specific Bicycle Access Plan must be completed by the owner, lessee, or manager on a form provided by the DOT. It must include, at a minimum, the location of entrances, a proposed route to freight elevators that accommodate bicycle access, the proposed route to a designated area for bicycle parking on an accessible level, if such bicycle parking is made available, and such other information as the DOT may require. The plan must provide bicycle access, at a minimum, to the requesting tenant or subtenant and its employees during the regular operating hours of the freight elevator, if the freight elevator is to be used as part of the Bicycle Access Plan.

Note: A building's existing Bicycle Access Plan may be amended in the future to accommodate requests from additional building tenants or subtenants.

**Step 6:** Every owner, lessee, manager or other person in control of a building who has not applied for an exception must, within 35 days of receipt of the request for bicycle access, either post each bicycle access plan that is in effect in the building lobby or post a notice in the building lobby indicating that such a plan is available in the office of the building manager upon request.

**BUILDING ACCESS EXCEPTIONS**

**LOCAL LAW 52, §28-504.4**

Under the law, an owner, lessee, manager or other person in control of a building, after receiving a request by a tenant or subtenant for bicycle access, is permitted to pursue one of the two exceptions to the law. Bicycle access to the requested building need not be provided if an owner, lessee, manager or other person who controls a building applies to the DOT for an exception is granted the exception. A copy of the completed request for an exception must be sent to the DOT by certified mail, return receipt requested, within 15 days of receipt of a request for a bicycle access plan. In addition, the request for an exception must also be sent to the tenant or subtenant
within 30 days of the date of receipt of said tenant or subtenant’s request for a bicycle access plan. Notification to the requesting tenant or subtenant must include copies of all supporting documentation provided to the DOT.

A REQUEST FOR AN EXCEPTION TO THE BICYCLE ACCESS PLAN CAN BE BASED ON EITHER OF THE FOLLOWING TWO GROUNDS:

1. ALTERNATE BICYCLE PARKING AVAILABLE:
Alternate, sufficient and secure, no-cost bike parking is available on the premises or within three blocks or 750 feet of the building. In order to qualify as secure, entry and exit to the parking must either be locked, monitored or restricted from the general public. There must also be structures for bicyclists to lock their bikes to. The alternate bike parking must accommodate the number of bicycles specified by the tenant in their request for a Bicycle Access Plan. This request for exception must contain documentation supporting the existence of alternate bicycle parking and that the parking is available to, or under the control of, the owner, lessee, manager or other person who controls the building. Proof of availability or control of alternate parking may include, but is not limited to, a copy of a deed, lease, title, permit or contract dictating control.

Upon receipt of the request for exception, both the Department of Transportation and the Department of Buildings will conduct an inspection of the suggested alternate bicycle parking.

Based upon the inspection, the DOT shall issue a final determination as to whether to grant a letter of exception. The agency will so do by certified mail, return receipt requested, to the owner, lessee, manager, or other person in control of the building.

If the exception is denied, a Bicycle Access Plan facilitating access to the requesting tenant or subtenant’s space must be implemented within 20 days of receipt of the agency’s final determination.
2. SAFETY RISK IN FREIGHT ELEVATOR:
An exemption can be granted if the building’s freight elevator is not available due to unique circumstances involving substantial safety risks directly related to its use for bicycle access. A request for exception based on these grounds needs to include an engineer’s certification in regard to unique and substantial safety risks.

Upon receipt of the request for exception, the Department of Buildings will conduct an inspection of the freight elevators in the building. Based upon this inspection, the Department of Buildings will issue a final determination as to whether to grant the exception and a letter of exception, or denial of exception, will be sent by the DOT via certified mail, return receipt requested, to the owner, lessee, manager, or other person in control of the building.

If the exception is denied, a Bicycle Access Plan facilitating access to the requesting tenant or subtenant’s space must be implemented within 20 days of receipt of the City’s final determination.

If the exception is approved, the owner, lessee, manager or other person in control of the building is exempted from the provisions of this law. A copy of the letter of exception must be posted in the building lobby within five days of receipt of the agencies’ final determination, or alternatively, a notice indicating that the letter of exception is available for review in the office of the building manager upon request must be posted in the building lobby.

EMERGENCIES AND FIRE CODES
LOCAL LAW 52, §28-504.5 AND §28-504.8
In an emergency, whenever elevator use is prohibited, bicycles cannot be removed from the building via elevators, stairwells or fire escapes. The New York City Fire Code prohibits building entrances and egresses from being blocked in any manner. This is a fairly straightforward rule and applies universally. It doesn’t matter if you are dealing with a box of office papers, your favorite office plant, a baby stroller, or a bicycle. Whatever the object is, it cannot be placed in such a way as to block an entrance or egress to a building. Local Law 52 does not in any way contravene this important element of the fire code and in fact specifically reinforces this point by stating that
no bicycles brought into a building pursuant to the law shall be parked in any manner that violates the fire code, building code and or any other applicable law, rule or code.

**HOW EMPLOYEES, EMPLOYERS AND BUILDING OWNERS CAN SET BICYCLE ACCESS IN MOTION**

**EMPLOYEES:** Depending on the size of your office and existing corporate structure, there are different ways for employees to begin the process of requesting bicycle access. If you work in a relatively small office, you can probably speak with your employer or boss directly. If you work in a larger office, you will most likely need to speak with someone in human resources, environmental affairs or corporate responsibility.

**EMPLOYERS:** If you are interested in the law or think you may have employees who would like to bike to work, reach out to your staff to begin to assess the level of interest. Start thinking about where you would accommodate bicycles in your office.

**BUILDING OWNERS OR MANAGERS:** Start talking to your tenants and think about whether you want to allow bicycle access or apply for an alternate bicycle parking exception. If you think you will apply for an exception, begin to look into space on a ground floor, in a basement or in a nearby building.

**THE DOT WEBSITE AND 311**
All official information about the Bike Access to Office Buildings Law, Local Law 52, can be found on the DOT’s website: NYC.GOV/BIKESINBUILDINGS. In addition to the actual Bicycle Access Plan request and exception forms, the website general background information and resources to help you understand and comply with the bill. Along with the DOT’s website, the city’s existing 311 operator system is available to answer questions about the law and, if required, your specific case. You can also reach out directly to the Bikes in Buildings program at the DOT by e-mail at BIKESINBUILDINGS@DOT.NYC.GOV
BICYCLE PARKING GUIDE

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