



Off-Street Loading Guidelines

Below are the Boston Transportation Department's (BTD) 'Off-Street Loading Guidelines.' The Guidelines will ensure safe and efficient loading access, minimize adverse impacts on traffic-flow and pedestrian safety, and provide consistent guidelines for developers.

1. Developer shall propose and obtain BTD approval for the design vehicle size.
2. Developer shall submit a site plan with truck turning path plotted on a 1:20 scale site plan for the design vehicle approved by BTD (as required in Section 3 of the Transportation Access Plan Agreement). Plans shall be signed and stamped by a P.E.
3. Developer is required to answer the questions below.

Truck Trips

- Summarize the daily truck trips by trip purpose and truck type.

Access

- Have the turning radius, truck length, angle of approach and departure, truck width (with mirrors), and overhead clearance, all been taken into consideration?
- Is the loading space(s) accessible so trucks can access the space by means of one continuous parking maneuver?
- Are access points located to provide optimum driver sight distance, and least disruption to traffic on the public street system?
- A truck driving in reverse on a city street in order to access a loading bay should be avoided. If approved in special circumstances, backing movements should not exceed 100' in length.

Loading Bays

- What is the number of loading bay(s)? What criteria were used to determine the number of loading bay(s) relative to building use?
- What are the minimum width, minimum length, and minimum vertical clearances of the loading bay(s)?
- Is the service area enclosure adjacent to the building's service drive and loading bay?
- Does the loading bay efficiently service the building internally (i.e.: placement of elevators)? Products wheeled from trucks should be avoided.
- If a loading bay accommodates more than one truck, then the developer must demonstrate that more than one truck can be accommodated at the same time.
- An explanation shall be given if internal loading bays are not provided.

Dumpsters/Containers

- What is the size(s), both horizontal and vertical, and depth of the dumpster(s)/container(s)?
- Is the dumpster/container located to provide for safe and efficient vehicular access and not located in the loading bay?
- Are the quantity, size, and type of dumpsters/containers compatible with the building use and size?
- If a larger dumpster is needed due to volume or special needs, are they horizontal compactors?
- If there is a dumpster pad, is it positioned so that the truck can approach the containers head on?
- Are recycling containers and dumpsters located on the same pad and enclosure?