



TLCD ARCHITECTURE

520 Third St., #250
 Santa Rosa, CA 95401
 707.525.5600

INSTRUCTIONS FOR DELIVERY DRIVERS

There is a delivery parking area on the south side of our building on the Second Street Transit Mall. The access and parking to this lot is strictly regulated and there is a Santa Rosa Police substation on site.

- Access to the Delivery **Lot is only from B Street to the west side of the Transit Mall**. Delivery vehicles (except for large trucks) may access the delivery lot through the Transit Mall at any time. Lobby hours for the building are 7:30 AM to 5:30 PM and delivery persons will have to call tenants to open the building outside those hours.
- Delivery Restrictions:
 - **Only vehicles that can turn around within the Delivery Lot** are allowed to use the lot during Transit Mall operational hours.
 - No parking in this lot is allowed beyond the time it takes to make the delivery.
 - Identification on delivery vehicles that indicate that it is a commercial or delivery vehicle will help avoid citations.
 - Parking or passenger drop off to the building is prohibited.
 - Delivery vehicles must enter the delivery lot head first, make the delivery, turn around within the lot, and exit head first the way you came in. **Vehicles must exit to B Street and not to Santa Rosa Avenue.**
- Large trucks, those unable to turn around within the delivery lot, are restricted to deliveries during non-operational hours of the Transit Mall. Operation hours are generally 6:00 AM to 8:00 PM Monday through Friday, Saturday 8-5 and Sunday 10-5. They may park or idle on the Transit Mall only when actively loading or unloading. Arrangements for large truck deliveries, construction deliveries, cranes or booms, or other special access needs during Transit Mall operational hours shall be made at least 72 hours in advance with the City of Santa Rosa Transit Department.