



APPLICATION FOR PARKING METER RESERVATION

Applications must be submitted at least 2 business days in advance

Payments are due PRIOR to beginning of event

Applicant Information

Company Name _____

Company Address _____

City, ST, ZIP _____

Business Phone _____ Business Fax _____

Contact Person _____ Phone Number _____

Email _____

Tax Exempt? No Yes* **If yes, supply copy of tax-exempt certificate*

Event Details

Event Name _____ # No Parking signs requested _____

Beginning Date _____ Beginning Time* _____

End Date _____ End Time* _____

*Times must include setup, street closure, tear down, etc.

Brief explanation for parking meter/lot space reservation

Parking Meter Location(s)

STREET	BLOCK(S)	SIDE(S)	FROM-TO	METER #s <small>*please use back if more space needed</small>	DAY(S)	TIME(S)	# METERS
Akard Street	100-200 N.	Both	Main St to Pacific Ave	123456, 987654, 654159, 753861	Mon-Sun	7am-4pm	15

Payment Information

All parking meter and metered parking lot fees are established by City Ordinance (Ch 28-114.12)

	Labor Fee	Revenue Loss	Calculation – Potential Revenue
Meter Hooding	\$1/meter + \$40	70% maximum potential revenue	(# meters requested) x (meter rate) x (# days) x (max # hours)
Meter Removal	\$290/meter + (additional labor + materials over \$145)		

FOR INTERNAL USE ONLY

Approved/Rejected by:	Date:	Invoice #	Date Invoice Paid:
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