



CITY OF DALLAS

**DEPARTMENT OF TRANSPORTATION
APPLICATION FOR PARKING METER REMOVAL**

**Application and payment for removals
must be submitted 10 Business days prior to event start date.**

Temporary Removal Temporary Removal Extension Request Permanent Removal

Company Name: _____

Tax Exempt: Yes or No ID# _____ (If yes, supply copy of tax exempt certificate)

Event Name: _____

Contact Person: _____ Email Address: _____

Address: _____ City: _____ State _____ Zip Code _____

Tel (Daytime): _____ Cell: _____

Purpose for request: _____

Start Date/Time: _____ End Date/Time: _____

(Reported time should include the setup and street closure time, and not the time of the actual event)

Street and block location of meter(s): _____

Parking meter number (each meter has a 1" silver tab with identification number):

If you have more meters than space allows, please attach a separate sheet listing additional meters.

Meter Removal Fee Structure

Temporary Meter Removal:

All temporary meter removals requests must provide lane and/or sidewalk closure permit paperwork issue for traffic safety. Request must be evaluated and approved by Traffic Engineering prior to temporary removal. Removal invoice must be paid in full prior to the project start date.

Fee Structure:

- One time \$55 administration fee
- \$179.00 labor fee for each meter
- 100% of potential revenue from requested meter
- (Number of meters requested X meter rate per hour X number of days X number of effective hours)

Permanent Meter Removal:

All permanent meter removals must be evaluated and approved by Parking Management approve to removal. Permanent removal invoice must be paid in full prior to the project completion date.

Fee Structure:

- Revenue generated by 1 meter over 5 years
- Number of meter removal requested
- Projected revenue loss over 5 years
- One time \$55 administration fee
- \$179.00 labor fee for each meter