

# Appendix 27

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## Sample Meter Bagging Policies

## Appendix 28

### Sample Meter Bagging Policies

#### Example # 1

##### City of New Haven, CT

##### General Commercial Use and Construction

**5 days minimum notice is required to guarantee a reservation.**

##### Purpose:

- Use of meter bags is a privilege extended to allow providers of commercial services to park vehicles necessary to the performance of the service, on an intermittent and temporary basis, near to the work site where off-street parking is not available or inadequate.

##### Meter Bag Usage Regulations

- Vehicles parked at meter bags are permitted only as required to perform a service. Meter bags shall not be used for general employee or convenience parking, and shall not be used by street vendors.
- Meter bags are not permitted in retail areas, specifically Chapel Street, York Street, Broadway, Whitney Avenue, Orange Street, Church Street, and any other street specified. The need for bags on those streets must be demonstrated at the time of application in order to obtain permission to park on those streets. Vehicle using meter bags contrary to the regulation will be ticketed as if the bag were not present.
- Meter bags may be recalled at any time for the convenience of the city. From time to time, the Department may call to ask you to move your bag to another location for any reason. Meter bags may not be used at spaces posted for a 15 or 30-minute limit.
- Meter bags are valid only during those times parking is permitted at the meter space where used. (Check Signs) If City meter space is posted TOW ZONE, NO STANDING 7am - 9am and/or 4pm - 6pm, parking at the bag is prohibited and the vehicle may be ticketed and towed.
- Parking is also prohibited during street sweeping, parades; 2AM-6PM alternate side ban, snow emergencies, festivals, and the like. Watch the postings.
- Parking meters must be covered the evening prior to use to reserve the space for the next day. The law requires the Department to give violators 12-hr minimum notice before removing them from your space.
- Unauthorized vehicles will be removed from your space upon complaint by you to our tow desk at 946-8076.
  - You will be required to certify to us that the bag has been on the meter at least 12 hours before your complaint.



- If a vehicle is caused by you to be towed unjustly, you will be required to pay the owner's tow fees, and may be barred from future meter bag use.

### City of New Haven, CT (Continued)

- Meter bags reserve spaces during meter operations, generally 7AM -7PM. We do not tow people from bags who park after 7PM.
- If your construction work requires clear curb space 24 hours per day, consult with Traffic about this so other solutions can be arranged.

#### Meter Bag Pick Up

- Meter bags are available for pickup at the Traffic Department only on the business day before after 2 pm (Friday for Saturday or Monday use), and are chargeable from the day after pickup to the day before return by 11am (one day minimum).
- Later returns are charged as being in use.
- Stolen bags must be reported promptly.
- Applicant will remain responsible for daily payment for stolen bags until reported.
- Once reported stolen, a bag will be recovered by the Department when seen, and any vehicle parked at that bag will automatically be towed.

#### Meter Bag Fees

The meter bag fee is \$17.00 per day and will be billed on the basis of a six (6) day week (Sunday and Holidays are excluded).

- A deposit of \$50.00 per bag is required in advance. This deposit shall be forfeited if the bag is not returned for any reason, or if the bag is destroyed.
- A \$50.00 fee will be charged for lost or damaged bags and a \$15.00 fee will be charged for lost or damaged locks.
- A \$10.00 fee is charged for lost or broken keys.
- The Department may bar you from future meter bag use for failure to pay fees when demanded.
- You also will not be issued Public Works permits while in arrears.

#### Special Events

In circumstances where special one-time events (weddings, funerals, public events and festivals) may cause a traffic hazard due to lack of parking, loading or drop-off pick up spaces, the Department will make 3 bags available.

- Reservation of parking spaces for attendees at these events can only be accommodated where space exists without placing undue burden on surrounding users.
- You must still follow all directives stated above.
- For special events, the applicant must demonstrate a need for on-street loading and / or pick up and drop off space.
  - Reservation of parking spaces for attendees at these events is not encouraged and will only be accommodated where space exists without placing undue burden on surrounding users.
  - In the event additional off-street parking is required, the applicant is encouraged to contact the New Haven Parking Authority for reservation of spaces off street.
- **The Director's approval is required if more than 3 bags are required.** The standard \$17.00 fee will be charged for each day of use.

- In the event of a funeral or not-for-profit special event, the department may waive the meter bag fee.

**City of New Haven, CT (Continued)**

**FEES**

**New Haven, CT  
Permit, License and User Fees**

<b><u>Departments &amp; Items</u></b>	<b><u>Fee</u></b>
<b><u>Traffic &amp; Parking</u></b>	
<ul style="list-style-type: none"> <li>• Traffic maintenance record, fee for records search and preparation of report</li> </ul>	\$75.00
<ul style="list-style-type: none"> <li>• Traffic signal chart, fee for preparation of</li> </ul>	When available included above
<ul style="list-style-type: none"> <li>• Traffic signal layout, fee for preparation of</li> </ul>	When available included above
<b><u>Residential Parking</u></b>	
<ul style="list-style-type: none"> <li>• Each permanent decal to a maximum of 2</li> </ul>	\$20.00
<ul style="list-style-type: none"> <li>• Each visitor's Decal</li> </ul>	
*Ten 1-day visitor passes provided to each permit holder	
<ul style="list-style-type: none"> <li>• Additional books of 10 visitor passes available for \$10</li> </ul>	
<ul style="list-style-type: none"> <li>• Each issuance of special event permits</li> </ul>	\$1.00
<b><u>"No Parking" Posting Fees</u></b>	
<ul style="list-style-type: none"> <li>• One side of street, 1st 100 feet</li> </ul>	\$30.00
<ul style="list-style-type: none"> <li>• Each additional 100 feet</li> </ul>	\$5.00
<ul style="list-style-type: none"> <li>• Two sides of street, 1st 100 feet</li> </ul>	\$35.00
<ul style="list-style-type: none"> <li>• Each additional 100 feet</li> </ul>	\$10.00

**Banners**

- Per banner, suspended across street, per event (up to 2 weeks) \$500.00

**City of New Haven, CT  
(Continued)**

- Per Banner, suspended across street, per event Extension (up to 2 weeks) \$500.00
- Per ten (10) pole banners (pennants) for 2 weeks \$500.00
- Late fee for banners that are delivered later than 7 days prior to the installation date \$100.00

**Meter Bags**

\$17.00 per day

- A deposit of \$50.00 per bag is required in advance. A \$50.00 fee will be charged for lost or damaged bags and a \$15.00 fee will be charged for lost or damaged locks. A \$10.00 fee is charged for lost or broken keys.

## Example # 2

### City/County of Denver, CO

#### Parking Meter Bagging

Note: Meter bagging requests take up to 5 business days to process and so should be submitted at least 1 week before your event.

Meters may be bagged with "No Parking" bags over the meter heads to keep the street clear of parked cars for construction, special events and filming. Please note, a street occupancy permit must also be obtained for any event that takes place in the street/sidewalks/public right of way. All parking permit requirements and applications are available at Permit Operations

See documents on the following pages:



City/County of Denver, CO (Continued)



City and County of Denver

Department of Public Works  
Engineering Division

Permit Operations  
2000 W. 3rd Ave, Denver, CO  
Phone 303-440-3759  
[www.denvergov.org/PWPO](http://www.denvergov.org/PWPO)

Parking Meter Request

Applications must be e-mailed to [pwpermits@denvergov.org](mailto:pwpermits@denvergov.org).  
Submittals must include [Credit Card Authorization Form](#).

\$25 Per Meter Parking Space Per Day – Premium Areas as defined in the City Charter (Downtown and Cherry Creek).  
\$15 Per Meter Parking Space Per Day – All other areas.

**All fields are required. Please allow 48 hours to process permit.**

Reason for Meter Request:   
Street Occupancy Permit Number (if applicable):   
Name/Business:  Phone #:   
Address:  Mobile #:   
Requestor's Name:  Email Address:

The specific requirements, fees, and conditions for meter bagging may be found on-line at: [PWPO website](#).

A re-application fee of 50% of the total fee (up to a maximum of \$100) will be issued if a permittee needs to modify an existing permit.

Reserved meters are available daily from 10:00 am through midnight. Meters are not bagged on holidays or Sundays.

Start date for request:  End date for request:   
Start time for request:  ☐ AM ☐ PM End time for request:  ☐ AM ☐ PM

Select Bag Type:

- ☐ Yellow Bag (Specific Vehicles only)  
☐ Red Bag (No Parking – TOW Away Zone)  
☐ Meter Head Removal

Select Purpose:

- ☐ Bus  
☐ Construction (Provide Occupancy Permit #)  
☐ Food Truck  
☐ Non-Profit (Attach 501(c)3)  
☐ Reserved Parking

Meter Numbers: 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate Meter Numbers: (If the above meters are not available.)

If request exceeds the meter space provided, please attach a separate work sheet listing all meters requested.

PRT:  Date:  Permit #



City/County of Denver, CO (Continued)



# CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS  
Development Engineering Services

Public Works Permit Operations  
2000 W. 3rd Avenue, Room 107  
Denver, Colorado 80223-1027  
Phone: (303) 446-3759  
Fax: (303) 446-3755  
[www.denvergov.org/govpermits](http://www.denvergov.org/govpermits)

## Parking Meters and Kiosk Entrance Requirements

Authority:	Revised Municipal Code Chapter 54, Section 517 and Public Works Rules & Regulations, Issuance of Permits by the City Traffic Engineer
Purpose of Ordinance:	To reserve metered parking areas for construction purposes, special events, etc.
Document Date:	August 26, 2010
Permit Types:	Parking Meter Covering Permit / Street Occupancy Permit (Kiosk)
Permit Dates:	Dates are specified by the Customer/Permittee.
Customer Interface:	Most communication between the City and the customer will be done through Public Works Permit Operations.
Affiliated Departments & Agencies, and Roles:	Right-of-Way Enforcement Meter Shop provides services to cover and uncover meters.
Application Process:	<p>Customers must complete the <i>Special Event, Film &amp; Parking Meter Request</i> Form completely to provide all of the following information:</p> <ol style="list-style-type: none"> <li>1. Meter numbers (located on back of meter head)</li> <li>2. Bag color (Red, Yellow). <i>Red bags are dedicated to areas where ALL parking including unloading/ loading will be prohibited. Yellow bags are restricted to the Permittee specified.</i></li> <li>3. Reason for the request (examples: Bus parking, vendor parking, etc.)</li> <li>4. Specific dates and times meters will be utilized by permittee.</li> <li>5. What they want the bag legends to read (additional comments on meter request form).</li> </ol> <p>Approved charitable organization events may be eligible for discounted meters. Submit a completed <i>Special Event, Film &amp; Parking Meter Request</i> accompanied with a letter from the requesting Approved Charitable Organization. The letter must include:</p> <ol style="list-style-type: none"> <li>6. Organization name</li> <li>7. Organization / Applicant contact name and number</li> <li>8. Statement that the meters are being bagged for the Charitable Organization's event ONLY.</li> <li>9. Attach a copy of your 501(c)3 Certificate. Full fees will be charged if not included.</li> </ol>
Consideration:	<ul style="list-style-type: none"> <li>• No permit will be issued unless accompanied by payment or credit card authorization.</li> <li>• Discounted meters require 72 hours for approval by PWPO. Customer must complete the <i>Special Event, Film &amp; Parking Meter Request</i> &amp; submit the required documentation listed above for EACH request.</li> <li>• Each meter request will need to have preferred meters and alternative meters shown on the meter bag application. This is needed in the event there is a conflict on your first choice of meters. Upon receipt of the required application documentation, PWPO will check to see if the meters are available. If available, PWPO will process the application and issue permits.</li> <li>• Staff will make every effort to accommodate an extension to an existing permit. Prior to granting the extension, Staff will insure that any conflicts as a result of a new permit or street occupancy permit of existing meter(s) does not exist prior to creating a new permit that extends an existing permit</li> <li>• For applications requiring a Street Occupancy Permit to accompany a Meter Permit, please allow an additional 5 business days for an Engineer Review.</li> <li>• Requests for meter bagging for use prior to 10:00 a.m. must be bagged in the p.m. of the previous business day.</li> <li>• If bagging is requested for early morning and cannot be accomplished the night before, early morning bagging (before 10:00 a.m.) can still be accomplished, but will be subject to an extra fee of \$55.00 per hour, with a 2 hour minimum.</li> <li>• Saturday bagging requests will be charged an overtime fee of \$55.00 per hour, with a 4 hour minimum.</li> <li>• Same day service is highly discouraged. At the minimum, allow one (1) business day for permitting and bagging services or services cannot be guaranteed.</li> <li>• For same day requests there needs to be a 4 hour window before the time of the request in order to ensure it can be completed. Meter requests made less than 4 hours before the start time will need approval from Right of Way Enforcement and can not be guaranteed.</li> </ul>



**City/County of Denver, CO (Continued)**

<b>Fees:</b>	<ul style="list-style-type: none"> <li>• Fees are determined by meter / kiosk location times the number of days.</li> <li>• The fees for meters in the CBD and CCBD are \$25.00 per meter per day and outside of the CBD and CCBD is charged \$15.00 per meter per day. Where Kiosks are used in place of a parking meter, the permittee will be charged \$25.00 per day per 20' of parking lane in CBD and CCBD meter area and \$15.00 per day per 20' of parking lane in all other areas. The permittee must place "no parking" signs 24 hours prior to occupancy.</li> <li>• Approved Charitable Organization Events are subject to a \$10.00 per meter processing fee and a \$10.00 processing fee at kiosks.</li> <li>• For customer requesting bagging outside normal time frames, there is a minimum charge of \$220.00, based on a 4 hour time requirement.</li> <li>• Some meters will not be charged for Sundays. There will be no charge for any meters on City Holidays. For questions please call FWPO at 303-446-3759.</li> <li>• A re-application fee of 50% of the total fee up to a maximum of \$100.00 will be added to the original permit fee to modify an existing permit. This includes but is not limited to change of dates and/or change in meter numbers. Change requests must be submitted 4 hours in advance in order to ensure it can be completed.</li> </ul>
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### Example # 3

#### City of Houston, TX

##### Meter Bagging Permits

A meter bagging permit reserves a metered parking space for construction, special events, moving, etc. If a construction project has a lane closure permit and their project is blocking access to a parking meter, a meter bagging permit must also be obtained.

A 48-hour notice is required for meter bagging requests.

Please complete and fax the application to (832) 393-8646 or mail to Parking Management, 2020 McKinney, Houston, TX, 77003.

- [Meter Bagging Permit Application \(.pdf\)](#) (updated 04.10.2014)

See form on the following page.

City of Houston, TX (Continued)



**Parking Management Division**  
Administration & Regulatory Affairs Department  
2020 McKinney, Houston, Texas 77003  
832.393.8690 - Office  
832.393.8646 - Fax  
parking@houstontx.gov  
Monday - Friday 8am – 5pm

**METER BAGGING PERMIT APPLICATION**

Use this form to apply for all meter bagging permits. Your completed application may be mailed, faxed or submitted in person to the Parking Management Division. Include payment by check or credit card with your application. Persons wishing to park or close a lane due to construction during non-metered hours must contact PWE Traffic & Transportation Permits at 832-395-3020. All delinquent parking citations must be resolved prior to permit approval. Permits must be paid in full prior to meter being bagged. **Submit your request at least 5 business days prior to service.**

Name: _____	Tel (office): _____	Cell _____
Company Name: _____		Fax Number: _____
Address: _____		Zip: _____
E-mail: _____		Reason for Bagging Permit: _____

<b>REQUESTED PERMIT</b>		
Start Date: _____ End Date: _____		
List the meter numbers that you would like to rent:		
Meter #: _____	Meter #: _____	Meter #: _____
Meter #: _____	Meter #: _____	Meter #: _____
Street: _____		Block: _____
Street: _____		Block: _____
<i>*Permits over \$50 will be assessed a \$26.42 Administration Fee</i> <i>**Permit requests not submitted within 2 business days of requested service date will be subject to a \$100.00 Expedite Fee</i>		

	Fee	# of spaces	# of days	Total
Meter Bagging Permit (per space, per day)	\$16.05			
		*\$26.42 Administration Fee		
		**\$100.00 Expedite Fee		
		Total Fee		

I certify under penalty of perjury that the above information is true.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Payment Method:					
Cash <input type="checkbox"/>	Check <input type="checkbox"/>	Money Order <input type="checkbox"/>	VISA <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Discover <input type="checkbox"/>
Credit Card# _____			Exp. Date: _____		
Name on credit card: _____					

Form Letters1  
Last Saved:11/3/2014 3:25 PM

Example # 4

## City of Sacramento, CA

### Meter & Parking Space Reservation Requirements

To make a reservation, please fill out the [Meter & Parking Space Reservation Application](#). The "meter number" is the "PKGS" number series found on the meter decal or display. Please refer to these "PKGS" numbers to reserve each meter. A [Parking Space Map](#) may be submitted as an application supplement to assist in describing the reservation location. All changes to applications must be submitted via an online [Reservation Change Order Application](#).

### RULES

1. FEES: [Posting and daily fees](#) apply.
2. EXPEDITE FEE: Requests must be received a minimum of **10 business days** prior to the effective date. Effective July 19, 2010 any application for meter reservations submitted less than 10 business days prior to the event start date will be subject to an expedited fee of \$175.00 pursuant to [City Council Resolution 2010-265](#).
3. RESERVATION APPLICATION:
  - a) Reserved on-street parking is for contractors, **commercially licensed** trucks and approved special event vehicles and personal use is not allowed. Reservation for metered and unmetered areas must be requested via an online [Reservation Application](#).
  - b) Reserving meters does **NOT** exempt you from obeying posted regulatory signs. It is prohibited by City Code to post unauthorized signage or relocate signage from the approved reservation location.
  - c) Only one application per event date & times is allowed. Requests with non-continuous dates and/or in various locations require separate applications and payments. *Example: Requests for June 5th-15th and then for June 25-30<sup>th</sup> cannot be submitted on the same application.*
  - d) Reservation requests that include event valet service must obtain a [Valet Permit](#).
  - e) Submission of a Reservation Application is acknowledgement of a request for service to be performed and does not automatically guarantee the spaces. All applications must be approved by Parking Services prior to the event start date.
  - f) All Reservation Requirement rules apply.

City of Sacramento, CA (Continued)

4. CHANGE ORDERS:

- a) "Change orders" are any changes to the original order, including extensions. Such requests must be submitted via an online [Reservation Change Order Application](#). A Reservation Change order will not be processed without prior submission of a [Reservation Application](#).
- b) Change order applications submitted less than 10 business days prior to the event start date will incur an expedite fee, in addition to any other metered and un-metered area fees associated with the changes requested.
- c) Change orders should be submitted for:
  - Additional or Reduction of meters or color zones over the number reflected in the original order
  - Exchanging a meter or color zone for another meter or color zone in the same area
  - Extension of dates or times, additional dates that are not in continuous succession of the dates in application or changes in dates and times requested
  - Any large vehicle or equipment remaining in the reservation area after the end date has concluded, will be processed as a Change Order and will continue to accrue parking fees and a \$175 expedite fee. An invoice will be submitted to the responsible party when the removal has been confirmed. Reservations requiring relocation of specialized zones that accommodate services including, but not limited to bus zones, media only zones, posted car share programs and taxis, will be subject to additional posting fees. Unless there is a street closure, motorcycle spaces are not typically relocated.
- d) Requests to exchange a meter or color zone for another meter or color zone in the same area reflected on the original order will not incur additional charges, unless such requests are made less than 10 business days prior to the event start date and/or require any additional metered or un-metered area fees due to the nature of the request.
- f) Submission of a Change Order is acknowledgement of a request for service to be performed and does not automatically guarantee the spaces. All change order applications must be approved by Parking Services prior to the event start date.
- g) All Reservation Requirement rules apply.

City of Sacramento, CA (Continued)

5. POSTING REQUIREMENT: All regulatory signage for reservations must be posted within 72 hours of the event start date for notification purposes. Change order requests that prevent the City to post in this time frame, requests made less than 5 business days in advance or a failure by the reserving party to post within the proper time, cannot be guaranteed and will result in a high probability of transient vehicles utilizing parking in the reserved parking spaces due to lack of signage. Transient vehicles cannot be towed if signage was not posted 72 hours prior to the event.
6. PAYMENT: Payment is due upon receipt of invoice and must be submitted PRIOR to the event start date.
7. CANCELLATIONS: All cancellations must be received no less than 10 business days prior to the event start date via the online Reservation Change Order or by emailing [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org). Failure to provide sufficient notice will result in an expedite fee of \$175 being deducted from the total refund amount.
8. REFUNDS: Any reduction of meters from the original order will be credited back to the credit card used for payment or refunded in the form of a check. Any cancellation prior to the reservation effective date or reduction of meters from the original order will be credited back to the original credit card used for payment or will be refunded in the form of a check. No credits towards future meter and parking space reservations will be made. Cancellations made less than 10 business days of the reservation effective date will have the \$175 expedite fee deducted from the total refund amount to cover administrative costs associated with cancellations.

**WHERE IS THE METER NUMBER LOCATED?**

The "**PKGS**" number is the "meter number" for each meter. It is located on each meter decal or meter display. For each meter being reserved, please input the PKGS number in the "Meter Number" field on the Meter Reservation Application. **Please do not use any other numbers other than PKGS numbers.**

City of Sacramento, CA (Continued)

METER & PARKING SPACE RESERVATION APPLICATION

- 1. All [reservation requirements](#) are applicable.
- 2. To submit an illustration of the parking area request, use the [Parking Space Map](#).
- 3. All Reservation Applications must be approved by Parking Services prior to the reservation effective date. Inquiries on the status of any reservation may be emailed to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org).

Applicant Information

Company Name:

(Please use name that should b reflected on invoice.)

\* Contact Name:

\* Business Address:

(Street, City, State, and Zip Code)

\* Phone Number:

\* Email:

\* Location or Address of Job Site or Special Event:

Note: &, <, and=" "> are not acceptable in this field.

\* Job Site Contact:


\* Job Site Phone:

\* Purpose of Use



Please provide details of the use of reserved spaces. Food trucks are not allowed to reserve meters unless it is part of a Special Event Permit. Reserved spaces for the exclusive use of bus loading/unloading passengers should ensure that the spaces reserved are in the traffic direction to allow passengers to safely load/unload onto the sidewalk. Reservations for valet use require a Valet Permit.

Use Description:

 (Character limit: 512)

\* Will there be a dumpster, portable potties, or a storage bin on site?

☐ Yes

☐ No

Dumpsters or any additional equipment must be removed prior to reservation end date and time.

\* Is your request associated with a Special Event Street Closure?

☐ Yes

☐ No

Reservations involving street closures will automatically include all spaces and zones within the enclosed area.

\* Have you submitted a Special Event Permit to the City of Sacramento?

☐ Yes

☐ No

\* If yes, what is the official name of the event?

Will any portion of the payment of this reservation come from the City of Festivals Grant?

☐ Yes ☐ No

\* Meter Request Days and Times:

All meters will become available for public use from 6 p.m. through 6 a.m., Monday-Friday, and all day Saturday and Sunday, unless reservation requests otherwise.

Is this a street closure?

☐ Yes ☐ No

\* Start Date:

MonthDayYear

Last Date:

MonthDayYear

Days and times needed:

(i.e. Mon-Fri, Mon-Sat)

\* Daily Use Time (restricting public use of space):

(i.e. 9 a.m. - 5 p.m.)

\* Meters and Areas Requested

Parking placards will be provided and are based on the number of vehicles. Vehicles without the proper City-issued placards may be subject to citation. The number of placards cannot exceed the total number of spaces reserved. Placards must be displayed on the driver's side dashboard of each vehicle, with identifying information facing up and not covering the vehicle VIN. Permits will not be issued until payment of invoice is received prior to the reservation start date.

Meter Number(s):

Please indicate exact meter numbers you are requesting by listing the "PKGS"

number reflected on the meter decal or meter display. Spaces needed for large equipment or dumpsters should be calculated in total spaces reserved. If the maximum number of characters is exceeded, please

email meter numbers requested to: [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org) and reference Company Name in subject line. Requests for 1-5 metered spaces: Please list each meter PKGS number. Requests for 6 or more metered spaces: Please provide specific identifying information about the location of meters (i.e. all meters on K Street between 9th and 10th Streets on the West side)

**Un-metered Areas:**

If requesting reservations for an area which does not have metered spaces, please

describe the area by location in the space provided above. In addition, email a map attachment to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org). Refer to this application when emailing.

**Number of Parking Permits:**

One permit per parking space is required. Construction and Special Event permits must be

displayed on each vehicle's left front dashboard. Equipment does not need a permit.

**\* Color Zones Requested:**

- ☐ White
- ☐ Yellow
- ☐ Blue
- ☒ Not Applicable

**City of Sacramento, CA (Continued)**

**Meter & Parking Space Reservation Placards**

Parking placards will be provided and are based on the number of vehicles. Vehicles without the proper City-issued placards may be subject to citation. The number of placards cannot exceed the total number of spaces reserved. Large units not bearing a license plate (i.e. storage bins, portable wash facilities) or vehicles parked in reserved areas do not require display of a parking placard. Placards must be displayed on the driver's side dashboard of each vehicle, with identifying information facing up and not covering the vehicle VIN. Permits will not be issued until payment of invoice is received prior to the reservation start date.

How many vehicles will require parking in the reserved area?

(This does not always equal the total number of spaces requested)

\* Un-metered Areas:

If requesting reservations for an area which does not have metered spaces, please

describe the area by location in the space provided below. In addition, email a Parking Space Map attachment to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org) and reference Company Name in subject line.

**Liability**

SUBMISSION OF A METER & PARKING SPACE APPLICATION IMPLIES CONSENT TO THE AGREEMENT TERMS AND PRICING.

I HAVE READ AND AGREE TO FOLLOW THE REGULATIONS THAT GOVERN THE USE OF THE REQUESTED PARKING SPACES – METER & PARKING SPACE RESERVATION APPLICATION. METER & PARKING SPACE PLACARD HOLDERS WILL BE CITED IF REGULATIONS ARE NOT FOLLOWED. I UNDERSTAND THE REQUESTS MADE ON THIS FORM MAY BE SUBJECT TO VERIFICATION BY PARKING SERVICES PRIOR TO COMPLETION OF THIS ORDER AND ACKNOWLEDGE ALL FEES ASSOCIATED WITH THIS REQUEST.

Authorized Signature

\* Date

YearMonthDay

If you experience problems submitting this form, please [contact our Website Administrator](#).

## Example # 5

### City of Louisville, KY

#### Request a Meter Bagging

Before your request for meter bagging is granted, **all** necessary permits must be obtained through Public Works (502-574-3121). A copy of all applicable Public Works permits, in addition to meter bagging fees (see [meter bagging rate chart and map](#)), are due in advance of your anticipated meter bagging to the PARC office. To ensure your bagging is completed on a timely basis, all request must be received by 4:00 p.m. of the business day preceding your meter bagging requested start date.

#### Meter Bagging Procedures

Please follow the steps outlined below as far in advance as possible:

1. Complete a [Metered Bagging Request Form online](#) with the information gathered in steps 2-5 prior to the meter bagging.

Note: You can also print the [Meter Bagging Request Form](#) (pdf) with the information gathered in steps 2-5 prior to any meter bagging. This form is also available at the [PARC office](#).

2. Collect the meter numbers (located on the front head of the meter, for example, MA-401 is the meter number for Main, meter #401) that you are requesting to be bagged. If you have any problems finding the meter number, contact the PARC office at 502-574-3817.
3. Contact Public Works (502-574-3121) to determine if you do or do not need a Public Works permit for the meters that you need to be bagged. This is imperative to ensure adherence to metro government policies and procedures.
4. Contact the PARC office (502-574-3817) to get a price quote on meter bagging or to tentatively schedule a meter bagging. Meter bagging fees are listed below on our [Meter Bagging Rate Chart and Map](#). Discounted fees are available to contractors working downtown who are able to prove they are in good standing with the Louisville Metro Revenue Commission prior to their requested bagging date.
5. If a Public Works permit is necessary, bring a copy (or attach to the online form) of the permit to the PARC office at 211 West Muhammad Ali Blvd. along with a [Meter Bagging Request Form](#) (pdf) and a check payable to PARC for meter bagging fees (see #4) no later than 4:00pm on the preceding business day of your requested meter bagging to ensure your request is administered on a timely basis.

#### Meter Bagging Rate Chart (rates as of July 1, 2014)

	Red Zone (Single Meter)	Red Zone (Double Meter)	Yellow Zone (Single Meter)	Yellow Zone (Double Meter)
<b>Weekdays</b>	\$15.00	\$30.00	\$11.00	\$22.00
<b>Saturday</b>	\$15.00	\$30.00	\$11.00	\$22.00
<b>Sunday</b>	\$15.00	\$30.00	\$11.00	\$22.00
<b>Holidays</b>	\$15.00	\$30.00	\$11.00	\$22.00

(Rates are charged per-space/per-day)

Use the [Meter Bagging Rate Map](#) to determine in which rate zone your meters are located.

If you have any other questions about meter bagging, please [contact PARC](#) at (502) 587-PARK (7275).

City of Louisville, KY (Continued)



Meter Bagging Request Form

Parking Authority of River City | 211 West Muhammad Ali Blvd. | Louisville, KY 40202

Contact Information

Company Name

First Last

Comany Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Contact Name \*

First Last

Phone Number \*

-

-

### ### ####

Fax Number

-

-

### ### ####

Email \*



**City of Louisville, KY (Continued)**

### Meter Bagging Information

Request must be received by 4:00 p.m. of the business day preceding your beginning bagging date.

Street Name <sup>W</sup>

--

Block Number

--

## Meter Numbers

--

Beginning Bagging Date <sup>W</sup>

MM/DD/YYYY

Ending Bagging Date <sup>W</sup>

MM / DD / YYYY

Bagging Removal Date <sup>x</sup>

MM / DD / YYYY

## Verifying Information

Public Works Permit # X

\_\_\_\_\_

Job #

\_\_\_\_\_

Optional

**Work Order #**

\_\_\_\_\_

Optional

**Attach a File**

**By checking this box, patron acknowledges all information is accurate and accepts responsibility for charges incurred.**


☐ I agree

Today's Date <sup>x</sup>

MM / DD / YYYY


Submit

City of Louisville, KY (Continued)



**METER BAGGING  
REQUEST FORM**

PARCEL AUTHORITY OF REGIONAL CITIES



211 WEST MUHAMMAD ALI BLVD. LOUISVILLE, KY 40202 (502) 574-0817 FAX (502) 574-4019

**Contact Information**

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Street Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Meter Bagging Information** (request must be received by 4:00 p.m. of the business day preceding your Beginning Bagging Date.)

Street Name \_\_\_\_\_ Block Number \_\_\_\_\_  
(Street meters are located) (Block meters are located)

Meter Numbers: \_\_\_\_\_  
(List all meter numbers to be bagged to insure bagging.)

\_\_\_\_\_

\_\_\_\_\_

Beginning Bagging Date \_\_\_\_\_ Ending Bagging Date \_\_\_\_\_ Bagging Removal Date \_\_\_\_\_  
(First day meters should be bagged) (Last day meters should be bagged) (Meters bags are removed on the morning following the Ending Bagging Date.)

**Verifying Information**

Public Works Permit # \_\_\_\_\_ Job # \_\_\_\_\_ Work Order # \_\_\_\_\_  
(Permit # showing that permission has been received to bag meters) (optional) (optional)


Patron's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(By signing, patron acknowledges all information is accurate and accepts responsibility for charges incurred.)

**Office Use Only**

# Single Meters: _____ x 1 = # Spaces: _____	<b>Payment</b> Credit Card Type: MC/VISA/AM/EXP/DISCOVER Name: _____ Credit Card #: _____ 3 or 4 digit code: _____ Exp. Date: _____ Payment made by: _____ (Circle One) Check # _____ Credit Card _____ Cash _____ Clerk: _____ Date: _____
# Double Meters: _____ x 2 = # Spaces: _____	
Total Spaces: _____	
Total Spaces: _____ x \$ _____ = _____ x _____ = \$ _____ (rate) (Number of Days)	
Total Spaces: _____ x \$ _____ = _____ x _____ = \$ _____ (rate) (Number of Days)	

Invoice # \_\_\_\_\_ Total Invoice: \$ \_\_\_\_\_

**PARC Meter Bagging Rates**



Map showing meter bagging zones: Downtown, Old Louisville, University of Louisville, and Bardonia Road Corridor.

Scale: 0 1,000 2,000 Feet

Logos: City of Louisville, LCRMC

Copyright © 2006, University of Louisville, Louisville, KY. All rights reserved. This map is for informational purposes only. It is not to be used for legal or financial purposes. The University of Louisville is not responsible for any errors or omissions. Printed: March 2006, 1:40P

## Example # 6

### City of Madison, WI

#### Meter Hoods, Temporary No Parking Signs, Moving / Storage Containers

##### Meter Hoods / Bags

Meter Hoods can be used to secure on-street parking: to accommodate large moving trucks; to facilitate construction on property adjacent to the street; to accommodate weddings or funerals; to prohibit parking for block parties, races, or parades. City ordinance allows up to six meter hoods for weddings and funerals at no charge. All other uses require payment. If meter hoods are to be used as part of a block party, race, or parade, a [Street Use Permit or Parade Permit](#) must be obtained in advance. Contractors seeking parking may find [contractor hang tags](#) to be a viable option. Depending on the type of construction, a [Street Occupancy Permit](#) may be required. Call 608-266-4761 for more information.

- Meter Hoods are issued for a full day, 8am to 6pm, or half day, either 8am to 1pm or 1pm to 6pm. If the parking space will be in use before and after 1pm, a full day hood will be required.
- To offset lost revenue, the cost to reserve a parking space is \$16 per full day and \$9 per half day, Monday through Saturday. No fee is charged on Sundays. There is a \$1 charge per paper Meter Hood.
- Hoods are placed on meters by the purchaser. The paper Meter Hoods must be removed immediately after use and recycled by the purchaser.
- For more information, or to request Meter Hoods call the Parking Utility at 608-266-4761.

#### EVENTS ON MADISON STREETS

##### STEP 1: START PLANNING YOUR EVENT

##### WHEN SHOULD I APPLY FOR A PERMIT FOR MY EVENT?

The application, documents and fee (non-refundable application fee made payable to City Treasurer) must be submitted at least **30 days prior** to your event. If there will be alcohol sold at your event applications must be submitted at least **60 days** prior to the event and you must also apply for a separate Beer/Wine Sales Permit through the Clerk's Office.

If special event resolutions are requested for your event, then submission a minimum 60 days before the event date is required. Resolutions are needed for:

- Suspension - In order to sell merchandise within your event area
- Invalidation - To invalidate City Vendors' Licenses within your event area

Both Suspension and Invalidation are known as "Exclusive Use"

## City of Madison, WI (Continued)

Also, consider the following:

- If your event requires a Certificate of Insurance this document must be received by the City of Madison Risk Management Office 30 days prior to the event.
- Review the [fee schedule \(.pdf\)](#) to estimate the costs for your event and any extra permits or equipment rental you may need.
- Check the [Madison Parks Events Calendar](#) to see if your preferred date and location are available

There are many steps to planning a successful event in the city of Madison. It is vital that you read and complete every one of these steps. If you miss one, your permit application may be denied. This website will take you, step by step, through all of the necessary requirements.

STEP 1: Start Planning Your Event

STEP 2: Application Requirements

STEP 3: Complete Event Schedule

STEP 4: Event Site Map

STEP 5: Safety and Security Plans

STEP 6: Trash and Recycling Plan

STEP 7: Notification Requirements

STEP 8: Certificate of Insurance for your event

STEP 9: Event Bicycle Parking

STEP 10: Event Marketing

STEP 11: Additional Permits; Special Event Vending License; Beer/Wine Sales Permit

STEP 12: Event Fees

STEP 13: Permit Application Submission and Follow-up

**NEXT** Go to [STEP 2: Application Requirements](#)

**PREVIOUS** Go to [What is a Street Use Permit and when is one required?](#)

## City of Madison, WI (Continued)

### Contractor Hangtags and Contractor Parking Permits

**Contractor hangtag parking permits** are available to meet the needs of contractors and repair persons working in areas where parking is controlled by parking meters.

- Offer more flexibility than meter hoods.
- Can be purchased in advance.
- Can be used at multiple locations.
- Full-day permits cost \$16.00
- Half-day permits cost \$9.00
- Purchase in-person at the [Parking Utility Office](#) or by mail.
- For use at an open parking space. Parking space is not guaranteed.
- Time-specific parking prohibitions are still enforced. Peak hour lanes and street sweeping zones, for example, must be vacated during times when parking is prohibited.
- Call (608) 266-4761 for more information.
- All rates subject to change.
- [Download Contractor Hangtag Parking Permit Application](#) (pdf)

**Contractor parking permits** are available to meet the needs of contractors, repair persons, and moving companies working in areas where parking is unmetered, but restricted to a duration of one or two-hours.

- Allow parking beyond the one or two-hour restriction.
- Can be purchased in advance.
- \$5.00 per vehicle per day.
- Purchase in-person at the [Parking Utility Office](#) or by mail.
- For use at an open parking space. Parking space is not guaranteed.
- Time-specific parking prohibitions are still enforced. Peak hour lanes and street sweeping zones, for example, must be vacated during times when parking is prohibited.
- Call (608) 266-4761 for more information.
- All rates subject to change.
- [Download Contractor Parking Permit Application](#) (pdf)

### Street Occupancy: Land Development

Contact:  **Building Inspection**  **(608) 266-4551**

When your construction or demolition requires materials or machinery to be on or over streets, sidewalks, alleys or public grounds a Street Occupancy permit is necessary. This ensures the welfare and safety of the users of adjacent properties [[City Ordinance 29.10](#)].

- Permit applications must be submitted 48 hours in advance of any street occupancy or street closures (this process may take longer if needed).
- The maximum number of days a permit can be issued for is 90 days.

### Process Overview:

#### 1. Start Permit Process

Discuss your site and building plans with the Inspection staff when you apply for a construction or demolition permit. Start the process for a Street Occupancy Permit the same time you apply for the other permits.

**Where to go:**

Building Inspection Permit Counter  
Hours: 7:30 a.m. to 4:30 p.m., Monday through Friday  
Madison Municipal Building  
215 Martin Luther King Jr. Blvd., Suite LL 100  
Madison, WI 53703

## **2. Obtain Certificate of Insurance**

Obtain a copy of the City of Madison Certificate of Insurance at <http://www.cityofmadison.com/finance/risk/>. Your insurance agent can place the mandatory coverage for the permit and complete the insurance certificate. Return this information to the Risk Manager for review and approval.

**Where to go:**

Finance Department  
City-County Building  
210 Martin Luther King Jr. Blvd., Room 406  
Madison, WI 53703 (608) 266-5965

## **3. Apply for Permit**

Obtain the Street Occupancy Permit application from the Permit Counter in the Department of Planning and Development. Turn in the completed application form at the same counter.

Fill out the top portion of the permit and draw a sketch of the location and the obstruction (a separate drawing may be attached if needed). The "Special Requirement for Occupancy" area is for office use; you are not required to fill this out.

Building Inspection staff and Traffic Engineering staff will review the application. A traffic control plan may be requested from the applicant if necessary.

## **4. Pay Fees**

Building Inspection staff and Traffic Engineering staff calculate the fee. They will issue the permit after you pay the fee. If meter bags or "No Parking Anytime" signs are needed, the applicant will need to get these from Traffic Engineering's front counter.



## 5. Completion

Construction can proceed once the appropriate barriers are erected.

### Related Forms & Handouts

- [Street Occupancy Permit Application](#) (pdf)
- [Street Occupancy Permit for Recycling Application](#) (pdf)
- [Certificate of Insurance](#)
- [Development Guide](#) (pdf)

### Have Questions?

Contact [Building Inspection](#) - (608) 266-4551