 **City of Charleston Parking System Bagged Meter Request**

 **(Monday thru Friday)**

ROOM 103, CITY HALL, 501 VIRGINIA STREET EAST, CHARLESTON WV 25301

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• Permits will be issued only after payment is received

• Permit covers only:

* Fixed equipment contained on a vehicle (i.e. generator, welder or bucket device). Does not cover small tools or supplies
* Delivery of office equipment/furniture
* Meters can be bagged from Monday through Friday (Request Saturday separately)
* Meters can be bagged from 6:00am to 5:00pm (**Longer hours must be requested**)

• Each meter is $15.00 per day and MUST be paid in advance.

• If a permit is needed for more than one week at a time, approval must be given by Parking

Operations Manager at 304-348-6439.

• A copy of this form along with a paid receipt is needed for proof of payment and prior to bagging.

* Please contact Traffic Engineering at 304-348-6872 for additional permits **IF:**
* Work is impacting a sidewalk or right away
* Major renovation/construction requiring a dumpster

**COMPANY NAME:**

**CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE:**

**STREET NAME AND METER NUMBER(S):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATES FOR BAGGING:**

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**EVENING HOURS (IF NEEDED):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

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**AMOUNT RECEIVED $ PERSON ASSIGNED:**

**STAFF INITIALS FOR COMPLETED FORM:**

Updated 12/23/16