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

CITY SERVICE CENTER, 915 QUARRIER STREET EAST, SUITE 2, CHARLESTON WV 25301

**BAGGED METER FEE: $15.00 PER SPACE / PER DAY.**

Meters will only be bagged after payment has been received. Check or money order should be made payable to “City of Charleston”.

Payment may be made in the City Collector’s Office between 8 a.m. and 4:30 p.m. Monday through Friday (except holidays).

If a request is filed with less than 24 hours’ notice, the Parking System cannot guarantee vehicles will vacate the area in time.

Approval must be given by Parking Director for any request lasting longer than 5 days.

Bagged meter requests for handicapped meter spaces may be rejected.

Please contact the Traffic, Parking and Transportation Department at 304-348-0739 if any of the following applies:

* Work that will impact a sidewalk or a right-of-way
* Major renovation or construction project planning to use the space for the placement of a dumpster
* Street Closure

COMPANY NAME:

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

EMAIL:

**Planned use for the Bagged Meter Space: (check all that apply)**

­­\_\_\_\_\_\_ Moving Furniture \_\_\_\_\_Construction \_\_\_\_ Retail/Food Vendor \_\_\_\_\_ Utility \_\_\_\_\_Paving

 \_\_\_\_\_\_Special Event (describe below) \_\_\_\_\_\_\_\_\_\_Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TOTAL NUMBER OF METERS REQUESTED:\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF DAYS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION REQUESTED TO BE BAGGED:**

The zone number is shown on some meters with a green decal. The meter number may be shown on the decal or on the meter. If unknown, list the business street address. Parking staff will call if there are any questions:

STREET NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZONE \_\_\_\_\_\_\_\_\_\_\_ METER NUMBER(S):

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

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

 STREET NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZONE \_\_\_\_\_\_\_\_\_\_\_ METER NUMBER(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**REQUESTED DATE/S: CONSECUTIVE DATES ONLY**

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY

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AMOUNT DUE $ Assigned to Meter Patrol Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_