

Application for Temporary Reservation of Parking Spaces

Parking spaces may be reserved for commercial vehicles involved in moving, special events or large deliveries, or for construction purposes on a temporary basis per City Code (Section 7-42.2). Temporary reservation of parking spaces for non-construction purposes may not exceed 24 hours, unless approved by resolution of the City Council.

All reservation requests must be received a minimum of 5 business days prior to the effective date. Reservations submitted less than 5 business days prior to are subject to an expedited fee of \$25.00. Reservations received less than 48 hours before the reservation of spaces is needed will not be accommodated. Posted No Parking signs are \$1.00 per sign.

Applicant Information

Applicant Name(s): _____

Organization: _____

Street Address, City, State, Zip: _____

Phone Number: _____ Email Address: _____

Request Information

Date(s)/Time: _____

Purpose of Request: _____

Specific Location of Parking Spaces: _____

Fee Calculation (Office Use)

Area	4 Hours	8 Hours	12 Hours	24 Hours	Daily (Construction)	For Official Use: # of spaces	For Official Use: Total Fee
Non-metered space (approx. 20ft in length)	N/A	N/A	N/A	\$5.00	\$5.00		
Downtown metered space	\$15.00	\$20.00	\$25.00	\$50.00	\$30.00		
Waterfront metered space	\$15.00	\$20.00	\$25.00	\$50.00	\$30.00		
Metered space in All Other Areas	\$10.00	\$15.00	\$20.00	\$40.00	\$15.00		
Parking Signs	\$1.00 each						
Late Fee	\$25.00						
						TOTAL	

Terms and Conditions

I certify that this reservation will be used only for the purpose(s) described herein & any changes will be remitted to the Parking Utility Office. I will not sell, assign, transfer, lend or give the reservation to any other person or organization for any other use. I acknowledge that the misuse of the temporary reservation may subject me to a fine and forfeiture of my rights to future reservations.

★ **Sign and Date:** _____

For Official Use:

Application Date _____ **Payment Method:** _____ **Reservation #:** _____

Check/CC #: _____ **Exp.** _____ **Processed By:** _____