



# Bagged Meter Request

## City of Charleston Parking System

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

- Permits and bags 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
  - Work impacting a sidewalk or right of way. To close a sidewalk an additional permit must be obtained from the Chief of Police
  - Delivery of office equipment/furniture
  - Major renovation/construction requiring a dumpster (Chief of Police must be contacted for permission)
  - Meters can be bagged from Monday through Saturday
  - Each permit covers from one day to a maximum of one week and must be renewed weekly
- All bagged meter requested MUST be received at least three days prior to time needed
- Each meter is \$5.00 per day and MUST be paid in advance. We do not bill
- If a permit is needed for more than one week at a time, approval must be given by Parking System Director—office at 166 Summers St. (304-348-0739)
- No personal vehicles can be parked in a bagged space(s) without PRIOR approval from Parking Director and only for special events
- A copy of this form along with a paid receipt is needed for proof of payment and prior to bagging

COMPANY NAME: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

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

DATES FOR BAGGING: \_\_\_\_\_

OFFICE USE ONLY

AMOUNT RECEIVED \$ \_\_\_\_\_ PERSON ASSIGNED: \_\_\_\_\_

STAFF INITIALS FOR COMPLETED FORM: \_\_\_\_\_