



**Parking Meter Hood Request**

1. The business, organization, or individual requesting the rental of one or more meter spaces must justify, in writing, the need. Appropriate uses for meter hoods are any construction, repair, maintenance, Special Event (as defined in City Ord. §50-261) being performed in or upon any building or street having parking meter zones adjacent to or in the vicinity of such building or street requiring hooding for loading or unloading. They are not to be used for personal, convenient parking spaces. (Oklahoma City, OK, Municipal Code art. XI, § 32-368)
2. **An approved Special Event or Construction permit must be received with application\***. Please contact the Public Information Office at 405-297-2578 for questions regarding the special events permit. Contact Plan Review at 405-297-2525 for questions regarding Construction permits.
3. Each hood allows for rental of one or two metered parking spaces. Double head meters count as two spaces. Parking meter hoods are limited. Availability is first come, first served and will remain the property of the city.
4. The rental of a parking meter hood(s) is temporary and may only be used at the location specified on the application. All hoods are rented for a period of no more than thirty (30) calendar days. Should the applicant require additional time, the agreement must be renewed on or before the date the original application expires. Failure to do this will result in removal of the meter hoods by Parking Operations. **Construction-related requests may extend beyond 30 days.**
5. **Please provide the accurate meter numbers to prevent the request from being delayed.**
6. **Requests must be made at least 48 hours in advance (including extensions)** and no more than 30 days in advance.
7. **Progressive Parking Solutions handles all parking requests for buses and oversized vehicles. Contact them at 405-232-2432.**
8. Each reserved parking space is \$10 per day, Monday through Friday plus a \$35 administration fee. No half days are allowed. No removals or installations on Saturdays, Sundays or Holidays. All changes including extensions, requires an additional administration fee.
9. All requests must be approved by the Parking Manager or designee.
10. The Parking Division is not responsible for enforcement of the hooded meters. If you encounter problems with the hooded meters, contact Parking Enforcement at 297-1180.
11. Meters must be paid in advance of hooding at the City Treasury Office, located at 420 W Main, 1<sup>st</sup> Floor. Acceptable payment includes: Check, VISA, MasterCard, Discover, Cash or Money order.
12. Please fill out the information below and bring or mail the form to the Parking Division, located at 431 W. Main St, Suite B, Oklahoma City, OK 73102; or fax the form to 405-297-1990. For more information or questions, call 405-297-1331.

**PLEASE DO NOT INCLUDE CREDIT CARD INFORMATION WITH APPLICATION**

*(Please Print)*

Company name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Street and block location of meter(s): \_\_\_\_\_

Meter numbers: \_\_\_\_\_ Number of Spaces: \_\_\_\_\_

Reason for Hooding: \_\_\_\_\_ \*Construction \_\_\_\_\_ \*Repair/Maintenance \_\_\_\_\_ \*Special Event \_\_\_\_\_ **\*\*Loading/unloading**  
(\*attach appropriate permit and/or supporting documentation as indicated in #2 above) **(\*\*attach detailed explanation)**

Vehicle description(s): \_\_\_\_\_

Hood start date: \_\_\_\_\_ Hood remove date: \_\_\_\_\_ Number of days: \_\_\_\_\_

Meter hooding fee: (# of parking spaces x # of days x \$10) + \$35 administrative fee = \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant Name
Application Date

**THIS SPACE FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW**

\_\_\_\_\_  
Division Head
Date Received

APPROVED / DENIED Reason denied: \_\_\_\_\_

Paid By: **Check** # \_\_\_\_\_ Receipt# \_\_\_\_\_ **Cash** Receipt# \_\_\_\_\_ **CC** Receipt# \_\_\_\_\_