



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 verify the **ACCURATE METER NUMBERS and number of spaces at each meter** to prevent the request from being delayed.
6. **Requests must be made at least 2 business days 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 \$20 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, 1st Floor. Acceptable payment includes: Check, VISA, MasterCard, Discover, Cash or Money order.
12. Please fill out the information below return via email to cory.hubert@okc.gov or fax the form to 405-316-2932. For more information or questions, call 405-297-1331.

(Please Print)

Company name: _____

Contact: _____ Email address: _____

Address: _____ City _____ State _____ Zip _____

Phone number: _____ Fax number: _____

Street and block location of meter(s): _____

Meter # _____	No. spaces _____	Meter # _____	No. spaces _____	Meter # _____	No. spaces _____
Meter # _____	No. spaces _____	Meter # _____	No. spaces _____	Meter # _____	No. spaces _____
Meter # _____	No. spaces _____	Meter # _____	No. spaces _____	Meter # _____	No. spaces _____

(if more meters/spaces are needed, please use an additional form)

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)

City of Oklahoma City Project: NO YES Project Name/Number _____

Vehicle description(s): _____

Hood start date: _____ Hood remove date: _____ Number of days: _____

Meter hooding fee: (number of parking spaces x number of days x \$20) + \$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# _____