

APPROVED: _____

DATE: _____



CITY OF COLUMBIA, MO
PUBLIC WORKS DEPARTMENT
PARKING UTILITY

Telephone: 573-874-2489

Fax: 573-874-7132

www.GoColumbiaMo.com/PublicWorks/Parking

CLOTH COVERS

(For all construction projects and all events over 48 hours)

GENERAL INFORMATION:

1. **A deposit of twenty-five dollars (\$25.00) is required for each meter cover.** The deposit will not be returned if the meter cover is not returned, e.g. lost, stolen or for any reason, to the Public Works Department. Meter covers must be padlocked to the meter by the renter. **If the meter cover is lost or stolen, report it immediately to the Public Works Department at 573-874-2489, as the daily charge continues until the cover is returned or the loss or theft is reported. If replacement meter cover(s) are required, an additional \$25.00 deposit per cover is assessed.**
2. There is a charge of ten dollars (\$10.00) for a single meter cover or twenty dollars (\$20.00) for a double meter cover PER DAY (Sundays and municipal holidays excluded). There is a one-day minimum charge. A monthly rate of two hundred dollars (\$200.00) per space, and an annual meter hood rate of two thousand dollars (\$2,000.00) are also available.
3. **YOU MUST COME TO THE PUBLIC WORKS DEPARTMENT OFFICE AT 701 E. BROADWAY, 3RD FLOOR, BY NOON OF THE NEXT CITY BUSINESS DAY TO RETURN THE METER COVER(S), OR YOU WILL BE CHARGED FOR ANOTHER FULL DAY'S USE. PARKING ENFORCEMENT CANNOT ACCEPT METER COVER DEPOSITS OR RENTAL FEES.**
4. Parking is enforced from 9:00 AM through 7:00 PM (Monday - Saturday) except for City-recognized holidays. **Renter is charged for EVERY APPLICABLE DAY THAT THE COVER(S) ARE OUT, not just the days that the renter plans to (or actually did) use the covers.**
5. **Covers must be attached to meter at least four (4) hours in advance for 4 hr or less meters, 5 hours in advance for 5 hr meters, and 10 hours in advance for 10 hr meters, before Public Works can enforce. Please contact 573-874-2489 to advise when covers are in place.** Office hours are 9:00 AM to 7:00 PM Monday thru Saturday. Please leave a voice mail message.

******PLEASE SUBMIT APPLICATION FOR METER COVERS A MINIMUM OF 24 HOURS BEFORE NEEDED.******

Name of Applicant _____ Date _____

Address _____ Telephone _____

Dates covers will be in use _____ Number of spaces requested _____

Attention Contractors: These covers are only to be utilized by construction vehicles, with legitimate requirements for continuous access to the construction site. This is defined as a commercial vehicle with permanent signs identifying the construction company, or a truck containing tools or materials, which is obviously being utilized throughout the work day. A passenger vehicle (sedan) or empty pickup truck will not be considered as one requiring construction vehicle parking privileges. Any vehicle, other than those defined in this manner, will be subject to penalty for parking in a no parking zone even if it belongs to a member of the construction crew.

*****FOLLOWING INFORMATION IS REQUIRED OR COVERS WILL NOT BE APPROVED*****

***PLEASE SPECIFY EXACT LOCATION & VERY SPECIFIC USE OF COVERS (i.e. parking trailer/truck, dumpster, etc)**

***MUST OBTAIN SIGNATURES FROM BUSINESS OWNERS IF SPACES WILL AFFECT OTHERS BUSINESSES**

METER NUMBERS:

DAILY RATE

MONTHLY RATE

ANNUAL RATE

I have read and understand the policies stated above:

Signed: _____

Printed: _____

OFFICE USE

Date & Time Cover(s) Issued		Date & Time Cover(s) Returned	
First Day to be Charged		Received by	
Amount of Deposit	\$	Rental Charge	\$
Cash or Check #		Billed or Paid	
List number(s) on meter cover(s):			

