



APPROVED: _____ Code Sequence Assigned : _____ thru _____

DATE : _____ for # Spaces _____ IN _____ Garage/Lot

CITY OF COLUMBIA, MO - PUBLIC WORKS DEPARTMENT - PARKING UTILITY
Telephone: 573-874-7250 Fax: 573-874-7132 www.GoColumbiaMo.com/PublicWorks/Parking/

Special Use Parking Permit

(For Events by Entities with A Demonstrated Need)

GENERAL INFORMATION:

- Applications for special use parking permits will be made to the Director of Public Works; at the Daniel Boone Building, third floor. Permits for special use can be applied for only by entities that demonstrate a valid business license in the City of Columbia and a demonstrated need for such service. Permits are to be applied for not less than 30 days in advance and not more than 180 days in advance. The Director of Public Works will determine what garage(s) may offer sufficient spaces to allow utilization. The intention of this ordinance and policy is to provide parking for event attendees, not employees working in the downtown area. Such application for a special use parking permit shall contain the following

APPLICATION FOR SPECIAL USE PARKING PERMITS (Please apply a minimum of 30 days before parking will be needed.)

Name of Applicant /Business _____ Date _____ Business Lic # _____
 Address _____ Telephone _____
 Date and time, codes will be in use _____ Number of spaces requested _____
 Email Address _____ **Not required but could expedite the arrival of code sequence.**

Attention: For More Information Please refer to www.GoColumbiaMo.com/PublicWorks/Parking/

You are responsible for knowing and following the rules and regulations!!

- No Special Use Permit shall be valid for more than one day.
- Special Use Permits must be paid for in advance. No refund will be allowed for un-used permits or for permits not fulfilled. The City of Columbia will make every effort to issue the requested number of spaces. Public Works will issue Special Use Permits by the specific area and with coded numbers. These will be sequential to first number issued.
- All Special Use Parking permits purchased, pursuant to this ordinance section, shall be purchased in coded groups of not less than ten (10) and with the maximum limited by projected space available for the day requested. Coded groups shall be sequential and valid for only one session on the day requested. Stacking sessions is prohibited. Stacking is defined as buying a block of code numbers and using them multiple times during one day. The issuance of more than one copy per coded number is also prohibited. The offending vehicles will be towed, at the owner's expense.
- No Special Use Permit(s), issued pursuant to this ordinance section, may be renewed. New applications must be made for any additional requirements.
- Establishments purchasing permit codes are solely responsible for providing the necessary display materials and ensuring that displayed coded numbers are not less than one inch in height and are legibly written on not less than a three inch by five inch rigid paper stock type material. This coded number display must be placed in the lower left of the rear windshield and visible from at least ten feet distance from the vehicle in which it is displayed. Business letterheads are allowed on such material used. The City of Columbia will not supply materials used and shall only maintain and issue the necessary code numbers.

FOLLOWING INFORMATION IS REQUIRED – PERMITS WILL NOT BE APPROVED WITHOUT THIS INFORMATION

A detailed statement of the proposed special use: i.e. hosting banquet with 50 guests.

I have read and understand the web information and policies stated above:

Signed: _____

Printed: _____

OFFICE USE

Date & Time Codes Issued		Date & Time Noted in Code File	
Cash or Check #	\$	Received by	