

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_



CITY OF COLUMBIA, MO  
PUBLIC WORKS DEPARTMENT  
PARKING UTILITY

Telephone: 573-874-2489 Fax: 573-874-7132 CoMo.gov/PublicWorks/Parking

**PLASTIC COVERS**

**(Only for situations known to be less than 48 hours)**

General Information:

1. 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. There is a one-day minimum charge on all covers issued. All charges must be paid when covers are issued.
2. Plastic covers must be tied on. Money will not be refunded if the meter cover is lost or stolen. You must report it immediately to the Public Works Department at 573-874-2489 to obtain replacement cover(s).
3. Plastic covers will be marked with the company's name and date(s) to be used.
4. Covers need to be attached to meters 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 to enforce. Please contact Parking Enforcement at 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.
5. Parking is enforced from 9:00 AM through 7:00 PM (Monday - Saturday) except for City recognized Holidays.

APPLICATION FOR PARKING METER COVERS

**(Please apply a minimum of 24 hours before covers are needed.)**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Dates covers will be in use \_\_\_\_\_ Number of spaces requested \_\_\_\_\_

These plastic covers are available for the convenience of the customer. There is no deposit; they must be paid for in advance. They are to be used ONLY in situations where the rental period is positively known to be less than 48 hours. They are not to be used for any construction project.

THE FOLLOWING INFORMATION IS REQUIRED  
COVERS WILL NOT BE APPROVED WITHOUT THIS INFORMATION

PLEASE SPECIFY EXACT LOCATION REQUIRED & WHY THE SPECIFIED SPACE(S) MUST BE RESERVED FOR SOLE USE BY APPLICANT (i.e. concert bus parking, off-loading students from school buses, etc.):

\_\_\_\_\_  
\_\_\_\_\_

METER NUMBERS: \_\_\_\_\_

I have read and understand the policies stated above:

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

OFFICE USE

Amount Charged \$ \_\_\_\_\_ Cash, Credit Card, Check # \_\_\_\_\_ Issued by: \_\_\_\_\_  
Date & Time Cover(s) Issued: \_\_\_\_\_ Date(s) To Be Used: \_\_\_\_\_