

# METER & PARKING SPACE RESERVATION APPLICATION

1. All [reservation requirements](#) are applicable.
2. To submit an illustration of the parking area request, use the [Parking Space Map](#).
3. All Reservation Applications must be approved by Parking Services prior to the reservation effective date. Inquiries on the status of any reservation may be emailed to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org).

**\*\* Required fields are indicated by a red outline.**

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## APPLICANT INFORMATION

Company Name: (Please use name that should be reflected on invoice.)

Contact Name:

Business Address: (Street, City, State, and Zip Code)

Phone Number:

Email:

Location or Address of Job Site or Special Event:

Job Site Contact:

Job Site Phone:

## Purpose of Use

Please provide details of the use of reserved spaces. Food trucks are not allowed to reserve meters unless it is part of a Special Event Permit. Reserved spaces for the exclusive use of bus loading/unloading passengers, should ensure that the spaces reserved are in the traffic direction to allow passengers to safely load/unload onto the sidewalk. Reservations for valet use require a Valet Permit.

Use Description:

Will there be a dumpster, portable potties, or a storage bin on site?

- Yes  No

Dumpsters or any additional equipment must be removed prior to reservation end date and time.

Is your request associated with a Special Event Street Closure?

- Yes  No

Reservations involving street closures will automatically include all spaces and zones within the enclosed area.

Have you submitted a Special Event Permit to the City of Sacramento?

- Yes  No

If yes, what is the official name of the event?

Will any portion of the payment of this reservation come from the City of Festivals Grant?

- Yes  No

**Meter Request Days and Times:**

All meters will become available for public use from 6 p.m. through 6 a.m., Monday-Friday, and all day Saturday and Sunday, unless reservation requests otherwise. [Fees may apply](#) for requests made less than 10 days prior to the event date.

Is this a street closure?

- Yes  No

Start Date (mm/dd/yyyy): (Start date must be after today's date.)

Last Date (mm/dd/yyyy):

Days and times needed: (i.e. Mon-Fri, Mon-Sat)

Daily Use Time (restricting public use of space): (i.e. 9 a.m. - 5 p.m.)

**Meters and Areas Requested**

Parking placards will be provided and are based on the number of vehicles. Vehicles without the proper City-issued placards may be subject to citation. The number of placards cannot exceed the total number of spaces reserved. Placards must be displayed on the driver’s side dashboard of each vehicle, with identifying information facing up and not covering the vehicle VIN. Permits will not be issued until payment of invoice is received prior to the reservation start date.

**Meter Number(s):**

Please indicate exact meter numbers you are requesting by listing the “PKGS” number reflected on the meter decal or meter display. Spaces needed for large equipment or dumpsters should be calculated in total spaces reserved. If the maximum number of characters is exceeded, please email meter numbers requested to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org) and reference Company Name in subject line. Requests for 1-5 metered spaces: Please list each meter PKGS number. Requests for 6 or more metered spaces: Please provide specific identifying information about the location of the meters (i.e. all meters on K Street between 9th and 10th Streets on the West side)

**Un-metered Areas:**

If requesting reservations for an area which does not have metered spaces, please describe the area by location in the space provided above. In addition, email a map attachment to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org). Refer to this application when emailing.

**Color Zones Requested:**

- White
- Yellow
- Blue
- Not Applicable

**Meter & Parking Space Reservation Placards**

Parking placards will be provided and are based on the number of vehicles. Vehicles without the proper City-issued placards may be subject to citation. The number of placards cannot exceed the total number of spaces reserved. Large units not bearing a license plate (i.e. storage bins, portable wash facilities) or vehicles parked in reserved areas do not require display of a parking placard. Placards must be displayed on the driver's side dashboard of each vehicle, with identifying information facing up and not covering the vehicle VIN. Permits will not be issued until payment of invoice is received prior to the reservation start date.

How many vehicles will require parking in the reserved area?

(This does not always equal the total number of spaces requested)

**Un-metered Areas:**

If requesting reservations for an area which does not have metered spaces, please describe the area by location in the space provided below. In addition, email a Parking Space Map attachment to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org) and reference Company Name in subject line.

**Liability**

SUBMISSION OF A METER & PARKING SPACE APPLICATION IMPLIES CONSENT TO THE AGREEMENT TERMS AND PRICING.

I HAVE READ AND AGREE TO FOLLOW THE REGULATIONS THAT GOVERN THE USE OF THE REQUESTED PARKING SPACES – METER & PARKING SPACE RESERVATION APPLICATION. METER & PARKING SPACE PLACARD HOLDERS WILL BE CITED IF REGULATIONS ARE NOT FOLLOWED. I UNDERSTAND THE REQUESTS MADE ON THIS FORM MAY BE SUBJECT TO VERIFICATION BY PARKING SERVICES PRIOR TO COMPLETION OF THIS ORDER AND ACKNOWLEDGE ALL FEES ASSOCIATED WITH THIS REQUEST.

Authorized Signature

Date

Please email completed form to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org).