

PAY STATION/PARKING METER REMOVAL APPLICATION
TO REMOVE PAY STATION/PARKING METER DURING CONSTRUCTION



Company Name _____ Contact Person _____

Address _____ City _____ State _____ Zip Code _____

Office Phone _____ Cell Phone _____

Emergency Phone _____ E-mail _____

LOCATION OF WORK

Job Site Address _____ Side of Street N / S / E / W

Cross Streets _____ AND _____

Start Date _____ End Date _____

(Two week notice for timely removal of Pay Station/Parking Meter)

Pay station ID number(s): _____

Number of Pay Stations/Parking Meters to be removed: _____

(Use diagram on back to indicate specific location of Pay Stations/Parking Meters.)

Type of Work _____

Pay Stations/Parking Meters MUST be removed when (*check all that apply*):

- ☐ One half or more of the parking is temporarily removed (for more than 30 days) on the block face where the pay station/parking meters are located; or
- ☐ Construction may threaten the pay station/parking meter for a period of more than 30 days (for example, dust and debris accumulate on the pay station); or
- ☐ Pay station/parking meter is inaccessible for maintenance, to the public, or the solar charging system is adversely impacted (no longer exposed to adequate sunlight) for more than 30 days.

TO SUBMIT APPLICATION: Contact Parking Control Section by email at PBOTParkingControl@portlandoregon.gov; or by telephone at 503-823-7275.

Fee for removal of Pay Station/Parking Meter is published in PBOT fee schedule (includes reinstallation at completion of construction).

Payable through Parks Bureau Customer Service Center in lobby of Portland Building, 1120 SW 5th Avenue, Portland, Oregon 97204.

OFFICE USE ONLY

Total Due From Applicant: \$ _____

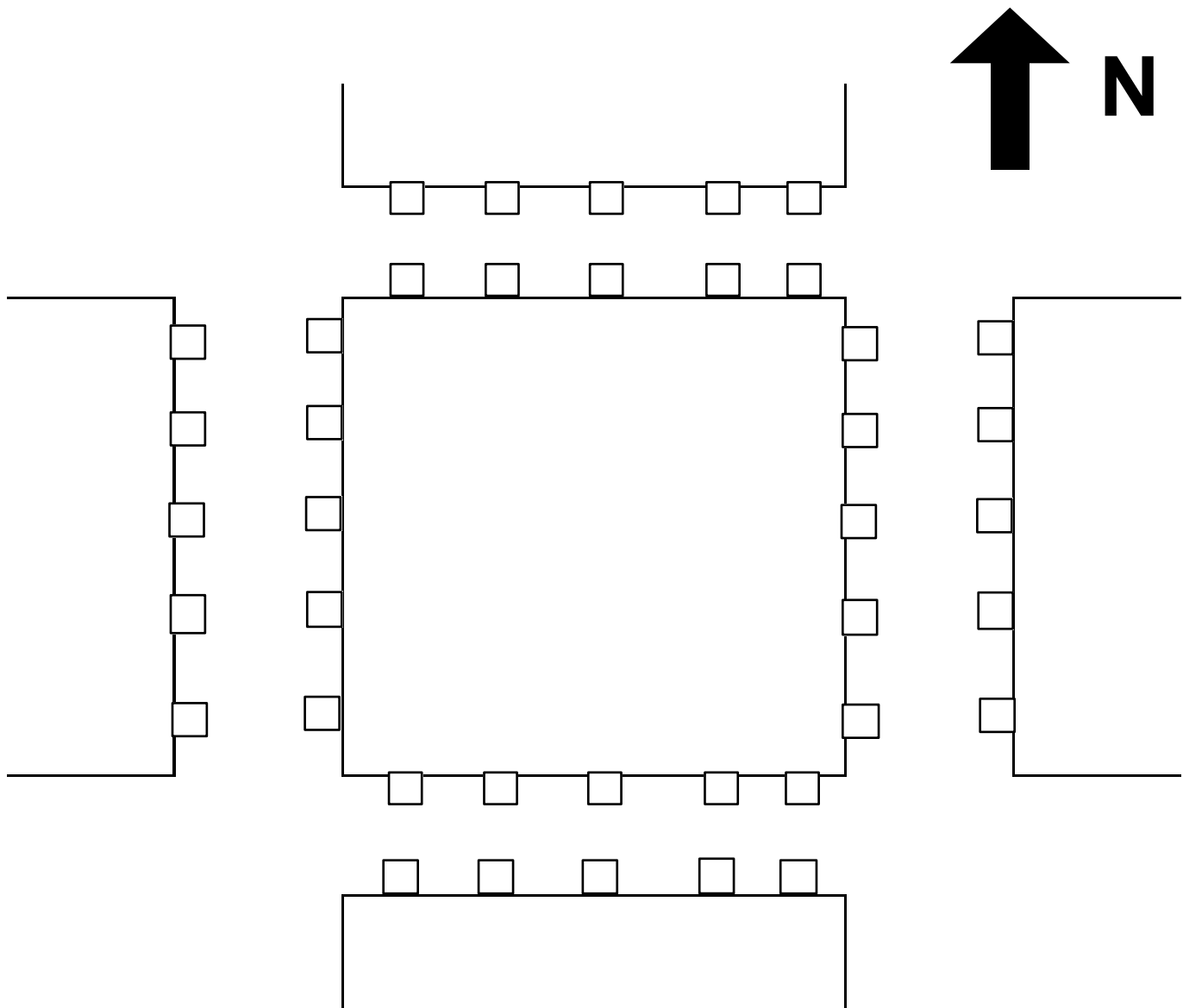
Work Order Number: _____

The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/ procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-7365, email CPAC@portlandoregon.gov, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests.

PARKING LOCATION DIAGRAM

Pay Station Information:

- You cannot restrict or fence off access to a pay station
- Transportation staff must be able to service pay stations
- You are responsible for informing staff if your work affects a pay station in any way (see criteria on when Pay Stations/Parking Meters must be removed).
Reference Portland Policy Document TRN – 10.20.
- Please show location of pay station on diagram below.



Revised 2/28/2017