



## **OUT OF SERVICE METER POLICY**

### **SPECIAL NOTICE: A PARKING METER MAY ONLY BE TAKEN OUT OF SERVICE WITH PRIOR KNOWLEDGE AND AUTHORIZATION OF THE YORK CITY PARKING BUREAU.**

The York City Parking Bureau has instituted this cooperative parking meter policy for clarity and understanding of the process, procedures and fee structure involved. It is only intended to be utilized as a guide and an instrument for understanding what is expected, and required by the York City Parking Bureau regarding requests to take parking meters out-of-service for a limited time period; and to recover costs associated with the loss of revenues due to these activities. Such activities include but are not limited to; construction, development, and special events. This policy is not intended to be interpreted or construed as a contract or an offer of a contract of any kind. This policy is subject to change by the York City Parking Bureau.

#### **A. HOW DO I MAKE A REQUEST?:**

» Requests to have metered spaces placed "out-of-service" are to be made by calling the City of York Parking Bureau at 717-849-2221, using the Parking Concerns/Requests form on the Parking Bureau webpage at [www.yorkcity.org](http://www.yorkcity.org), or emailing us directly at [Parking@yorkcity.org](mailto:Parking@yorkcity.org). Office hours are Monday - Friday, 8am-4pm.

#### **B. WHAT INFORMATION DO I NEED TO PROVIDE?:**

» The request should include the specific location and the total number of metered spaces involved. (See Attached "Out-of-Service" Meter Application Form). NOTE: PARKING BUREAU personnel may make on-site visits to confirm and count the number of spaces being used.

» It should also be specific as to the street(s) and block(s) being affected.

» Finally, for invoicing purposes, the requester needs to provide his/her complete address, phone number, fax number and e-mail address.

#### **C. HOW MUCH DO I PAY?:**

> The charge is specific to the number of spaces involved and duration of the out-of-service status.

> The charge to place a meter out of service is \$15.00 per meter per day. This charge includes the necessary signage.



**D. WHEN AND HOW DO I PAY?:**

> Payment must be made prior to placing the parking spaces "out-of-service."

> Payment is to be made to the CITY OF YORK, 101 S. GEORGE ST. YORK, PA 17401> We accept cash, checks, money orders, and/or credit cards for payment.

**E. WHAT HAPPENS NEXT?:**

> An approval email is issued to the requestor with the attached invoice. Once payment of the "out-of-service" spaces and signs are made, the location of the out of service meters will be scheduled and the appropriate signage will be provided.

> The signs are required to be posted 24-hours in advance of the approval dates. The signs must be posted in advance for the signs to be enforced properly by Parking and the York City Police Dept.

**NOTES:**

1. It is the requestor's responsibility to post and remove the signs, promptly.
2. Requests must be made 72 hours before a meter is placed out of service. Requests not made in time may be subject to penalty.
3. The posting of the "NO-PARKING" signs does not guarantee a vehicle will not park in that area. If a vehicle(s) is found parking in your approved area, please contact the York City Police Department and ask to have it towed.

For any questions regarding this policy, please contact (717) 849-2221 or [kbarnes@yorkcity.org](mailto:kbarnes@yorkcity.org).