THE CITY OF
COLUMBUS
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF
PUBLIC SERVICE

PARKING METER REQUEST FORM

This form is used for requesting removal of parking meters from service for event use. Form must be returned to Mark Springer 30 days prior to event. Non-profit events may attach a letter requesting waiver of charges for lost meter revenue with this form. You will be notified of meter fees due. Send to: Mark Springer, 2700 Impound Lot Rd, Columbus, OH 43207 E-mail: mspringer@columbus.gov

Event: _____ **Non-Profit or For Profit:** _____

Contact Person: _____ **Cell#:** _____ **E-mail:** _____

STREET	FROM	TO	DATE BAGGED	TIME BAGGED	DATE REMOVED	TIME REMOVED	NOTES (indicate if it is East Curb, West Curb, North Curb or South Curb)

TOTAL NUMBER OF METERS: _____ TOTAL METER FEE DUE: _____

SIGNATURE: _____ DATE: _____