

DEPARTMENT OF TRANSPORTATION

**Section A: Tow Away Permit Applicant ("PERMITTEE")**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization/Company: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**\* (Note: The person posting the signs must include his/her name and contact information on the posting log)**

**Section B: Work Activity Information**

**1. Describe the specific work activity(s) to be performed within the street right-of-way:**

- Construction/Maintenance       Event(s)       Other

Project Details: \_\_\_\_\_

**2. City-issued temporary tow-away signs will be posted at the following location(s):**

Street 1: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Street 2: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

If work will be performed at multiple locations, check the box & attach a list of street locations.

**Meter Pole Number example: "ABC123" (this number is on the meter pole / head facing the street)**

Total Number of Parking Metered Spaces (if any): \_\_\_\_\_ Meter Pole Number: \_\_\_\_\_

Meter Pole Number (cont.): \_\_\_\_\_

**3. The effective days, dates, and times to be shown on the face of tow-away signs are:**

Effective Days:  Mon.     Tues.     Wed.     Thurs.     Fri.     Sat.     Sun.

Effective Date(s):                      From: \_\_\_\_\_                      To: \_\_\_\_\_

Effective Hour(s):                      From: \_\_\_\_\_                      To: \_\_\_\_\_

**4. City Job No. and City Inspector Name/No. :** \_\_\_\_\_

**Section C: Tow Away Permit Fee (\$33 permit fee, \$.53/sign plus tax, \$8/day Smart Meter\* lost revenue fee, \$4/day all other meters lost revenue fee if applicable). \*A Smart Meter is a meter that accepts credit cards.**

Total amount due:    \$ \_\_\_\_\_                      Total # of signs: \_\_\_\_\_

**Section D: Permittee's Statement of Understanding**

I have read, understand, and agree to follow the attached instruction sheet entitled "TOW AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS". This Tow-Away permit is issued with the understanding that a fee covering lost revenue on metered spaces will be charged if meters are affected by the tow away zone. Additional fees for the removal and replacement of meter heads and poles may also be charged under separate cover if applicable. **A copy of this permit must be displayed on all work vehicles parked within the tow-away zone.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section E: Department of Transportation Authorization**

The City's Department of Transportation hereby grants permission to the applicant to post temporary Tow-Away/No Stopping signs for the dates, times, and locations indicated above in accordance with the "TOW AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS".

Staff Confirmation: No Conflict

By: \_\_\_\_\_

On behalf of Jim Ortbal, Director  
 Department of Transportation

Date: \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

