

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 (\$50 permit fee, \$.55/sign plus tax, \$8/day Smart Meter* 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 John Ristow, Acting Director

Department of Transportation

Date: _____

Staff: _____

Date: _____

