

RULES AND REGULATIONS PARKING METER & SPACE RESERVATIONS

The following rules and regulations for the application, use, and compliance with the City of Sacramento Meter & Space Reservation permit program will be strictly enforced. Please read all pages of this document.

Non-compliance with any provision may result in revocation of the reservation permit, denial of any permit application, issuance of a parking citation, or payment of fees incurred due to negligence or non-compliance, including fees associated with unauthorized tows of other vehicles.

(1) OBTAIN PROPER CITY PERMITS

Parking Meter & Space Reservations are an additional service provided to support construction projects and special events. **Permits for construction projects and special events must be submitted or approved by the appropriate City department prior to an application for a Meter & Space Reservation.**

If the construction project or special event requires closures of any roads, lanes, or public-right-of-way, then a Meter & Space Reservation may be necessary. These reservations are intended for projects that require the aforementioned closures and should include a City-approved traffic control plan and list of approved special event vehicles. Only commercially-licensed vehicles may park within the reserved area. Reserved on-street parking is intended for contractors, **commercially licensed** trucks, and approved special event vehicles. Reserved spaces are not intended for personal vehicles of staff.

All spaces that will be used for equipment storage, enclosed behind a fence, "road closed" / "do not enter" signs, or any spaces that otherwise will be inaccessible to the public, must be included in the reservation.

(2) EXPEDITE FEE

Requests must be received a minimum of **10 business days** prior to the start date of the construction project or special event. Any application submitted less than 10 business days prior to the start date will be subject to an expedited fee of \$175.00 pursuant to City Council Resolution 2010-265.

(3) **METER & SPACE RESERVATION APPLICATION**

A Meter & Space Reservation application must be submitted **no less than 10 business days** prior to the start date of the construction project or special event to ensure the spaces are available. Applications are only accepted via the [online Meter & Space Reservation Application portal](#).

Applicants must ensure all permits for construction projects and special events requested through other City departments are approved or in progress **prior** to the submission of an application for Meter & Space Reservation with the Parking Services Division.

Only one application per event date and time is allowed. Requests with non-continuous dates and/or in various locations require separate applications and separate payment for each invoice generated.

Example: Request is submitted for June 5th-15th and June 25-30th. This request cannot be submitted on the same application.

Reservation requests that include event valet service must obtain a Valet Permit through the Parking Services Division.

Reservations requiring relocation of specialized zones that accommodate services including, but not limited to bus zones, media only zones, posted car share programs and taxis, will be subject to additional posting fees. Unless there is a street closure, motorcycle spaces are not typically relocated.

How to identify a parking meter or space number

Requests for multiple spaces will require a list of all meter PKGS numbers (space numbers), along with the street and cardinal direction of all spaces requested. There are two ways to determine the space number.

Go online: The Meter & Space Reservation application includes a link to the [Online Parking Map](#) that shows all parking spaces in the downtown and midtown areas.

- Click on the three-stacked squares icon in the upper left-hand corner to filter for “Special Parking Zones”.
- Clicking on the box to show all zones.
- There are also Residential Permit Zones which may be shown by clicking on individual areas.
- On the map, hover the cursor over the area of interest to view the detailed information for each individual space.

Visit spaces on the street:

Metered parking spaces: The PKGS number is located on the meter screen. Spaces posted with individual meters will each have a different PKGS number.

Non-metered parking spaces: For the purpose of Meter & Space Reservations, spaces regulated by a multi-space meter (green payment kiosk on the sidewalk) or spaces regulated by a posted time limit restriction are referred to as non-metered spaces because the parking spaces do not have an individual meter at the parking space. To identify non-metered spaces, please use the Parking Space Map and submit it with the Meter & Space Reservation Application.

Submission of a Reservation Application is acknowledgement of a request for service to be performed and does not automatically guarantee the spaces. All applications must be approved by the Parking Services Division and permits must be paid for in full prior to the event start date.

(4) AVAILABILITY OF SPACES

Submission of an application does not guarantee availability of the spaces.

There will be no guarantee for approval or availability of spaces for applications submitted less than 10 business days prior to a start date nor does payment of an expedite fee guarantee application approval or availability of spaces.

(5) COMPLIANCE WITH CITY CODE AND STATE LAWS

Meter & Space Reservation permits are an authorization to reserve specific parking spaces on the street. The permits do not provide an exemption to local City Code or State laws, including, but not limited to:

- Posting unauthorized signage on the sidewalk or any part of the public right-of-way
- Relocating signage from the approved reservation location
- Defacing or covering City parking meters with any signage or obstructions, including coverings of any type.
- Removing meters, meter poles, or any other City equipment without prior authorization by, or payment to, the City of Sacramento.
- Occupying additional parking spaces on the street that were not part of the approved Meter & Space Reservation application.

(6) POSTING REQUIREMENTS

The following steps are required for the permit:

- All regulatory signage for reservations must be posted **a minimum of 72 hours prior to the event or project start date.**
 - This serves as a public notification to other vehicles and allows the City to tow or cite any vehicles that park or obstruct the reserved spaces.
 - If spaces are not posted at least 72 hours prior, they cannot be enforced.
 - Change Order requests or expedited requests (made less than 10 days prior to start date) will have a higher likelihood of transient vehicles occupying the reserved spaces due to lack of sufficient notice time.
- If the applicant opts to post the signage, then pictures of all posted spaces must be emailed to MeterCSR@cityofsacramento.org **at the time of posting** to show proof that the spaces were posted at least 72 hours prior to the start date.
 - Without proof of pictures, verification cannot be made that spaces were posted 72 hours prior to the start date.
 - No citations or tow activity may occur if verification photos are not sent 72 hours prior to the project or special event start date.

(7) PERMIT DISPLAY

Upon payment of fees, the Meter Reservation Technician will email the permits to print. Permits are for the vehicles or equipment that will occupy the reserved spaces. Vehicles without these printed permits may be subject to tow or citation.

Placards must be visibly displayed in the vehicle windshield or in a manner that is visible to Parking Enforcement. Placards may not be duplicated or used for any other reservations.

(8) CHANGE ORDERS

Change orders are any changes to the original order, including extensions. Such requests must be submitted via an [online Reservation Change Order Form](#).

A Reservation Change Order will not be processed without prior submission of a [Meter & Space Reservation Application](#).

Change order applications submitted less than 10 business days prior to the event start date will incur an expedite fee. Any fees for additional metered and/or non-metered spaces will also be assessed.

Change orders should be submitted:

- To add or reduce the number of spaces from the original order.
- Exchanging a metered space or non-metered space for another space in the same area.
- To extend reservation dates or hours.

Submission of a Change Order is acknowledgement of a request for service to be performed and does not automatically guarantee the spaces. All change order applications must be approved by Parking Services prior to the event start date.

(9) RESERVATION OVERSTAYS

Any large vehicle, equipment, or obstruction remaining in the reservation area after the reservation end date or time will be automatically processed as a Change Order and will incur the following charges for each day the spaces are occupied:

- Daily parking fees at the Meter & Space Reservation rate
- A \$175 expedite fee

An invoice will be submitted to the responsible party when the removal is confirmed.

(10) PAYMENT

Payment is due upon receipt of invoice and must be submitted PRIOR to the event start date.

(11) CANCELLATIONS

All cancellations must be received no less than 10 business days prior to the event start date. Cancellations may be via the [online Reservation Change Order](#) Form or by emailing MeterCSR@cityofsacramento.org.

Failure to provide sufficient notice will result in an expedite fee of \$175 being deducted from the total refund amount.

(12) REFUNDS

Refunds will be issued by check for the following:

- Cancellations submitted at least 10 business days prior to the reservation effective date
- Refunds for reduction of the number of parking spaces from the original order

No credits towards future meter and parking space reservations will be made.

Cancellations made less than 10 business days of the reservation effective date will have the \$175 expedite fee deducted from the total refund amount to cover administrative costs associated with cancellations.