

# Application for Special Use of Public Parking Facilities

## Park City Municipal Corporation Parking Services

**(All information must be completed)**

**1**

Reason for Request Check all that apply:  Construction  Dumpster  Other \_\_\_\_\_

**Note: The maximum number allowed is 1 dumpster and 2 essential vehicles**

Specific Address or Location of Parking Spaces **Note: Site map must be attached**

\_\_\_\_\_

Spaces Needed from \_\_\_\_\_ (Beginning Date) to \_\_\_\_\_ (Ending Date)

**2**

Person Making Request \_\_\_\_\_ Phone \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Address/P.O. Box City State Zip Code

**3**

Number of Historic District Parking Spaces Requested (subject to approval)

\_\_\_\_\_ MAIN STREET, HEBER AVENUE,  
 PARK AVENUE (HEBER AVE TO 9TH ST),  
 BREW PUB LOT SPACES @ \$16.00/space/day = \$ \_\_\_\_\_

\_\_\_\_\_ SWEDE ALLEY SPACES @ \$12.00/space/day = \$ \_\_\_\_\_

\_\_\_\_\_ SPECIAL EVENT USE @ \$50/space/day = \$ \_\_\_\_\_

\_\_\_\_\_ RESIDENTIAL/PUBLIC LOT SPACES @ \$20/space/month = \$ \_\_\_\_\_

\_\_\_\_\_ APPLICATION FEE = \$ **20.00** ADD FOR TOTAL DUE: \_\_\_\_\_

**4**

I understand and agree to the conditions on the PAGE 2 of this document.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

PUBLIC WORKS OFFICE USE ONLY		
Parking Department	Transportation Department	Police Department
Signature and Date	Signature and Date	Signature and Date
Number, Type, & Rate for Spaces Requested _____		
Comments		
<b><i>A receipt for payment of the amount due is required before any permits will be issued.</i></b>		
Amount Due	Permit Numbers Issued	
	Vehicle License Numbers	

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**Policy on Special Use of Public Parking**

1. Processing of special use public parking permits typically takes two business days. A one-time administrative fee of \$20 will be charged for each application. The following charges for utilization of public parking spaces will also apply:

<b>Parking Spaces Used</b>	<b>Rate</b>	<b>Tool</b>
Historic District	AREA 1: \$16/space/day - Main Street, Heber Ave, Park Ave (Heber Ave to 9th St), Brew Pub Lot	Copy of Approved Application
	AREA 2: \$12/space/day - Swede Alley	Same as above
Special Event Use	\$50/space/day	Same as above
Sandridge, South City Park	\$20/month/space	Same as above
Residential Permit Areas	\$20/month/space	Same as above
Pay-and-Display Removal	\$1000/meter	Special Application

2. The use of public parking spaces for the location specified herein is temporary for a period of no more than listed on reverse. Should any additional time be necessary, the applicant must file an extension for any new permit(s) with this office on or before the expiration date of the permit(s).
3. Permits issued must be displayed: (a) from the mirror if a hangtag, or (b) on the driver's side of the dashboard if not a hangtag. Violators of parking regulations, including those who fail to display a valid permit or meter receipt, will result in ticketing or towing.
4. The business, organization, or individual requesting the rental of a meter space, or use of public parking facilities, must justify the need to park a vehicle in front of, or near a particular work site or function. Metered spaces may not be used simply for the convenience of having a parking space near or in front of a business. There must be sufficient justification for having a vehicle nearby, such as construction, exceptional delivery needs, approved function of a special event, etc. No permits will be issued to vehicles for overnight lodging.
5. Applicants must present a detailed description of vehicle(s) or item(s) to be placed in parking spaces and a site plan map with the exact location of the space requirement to the Parking Division.
6. Applicants who require the use of the sidewalk or street, within the public right-of-way, must receive authorization and a release of liability from the City. Each permit allows for the use of one parking space, or twenty-two feet along the curb or street, and not more than eight feet into the street, unless otherwise approved by the City.
7. Approval of the application will not be given unless there is/are:
  - a. equipment or items requiring continuous loading or unloading at a particular work site.
  - b. vehicle(s) with equipment or items that cannot be hauled for a long distance.
  - c. City-authorized special events or functions that necessitates the use of public parking.
8. Upon approval, the applicant must barricade the affected parking space(s) in order to ensure exclusive use of the permitted space(s). Barricade devices are subject to approval by the City.
9. Permits for metered spaces or parking lots will not be valid for special events (Arts Festival, Sundance Film Festival, etc.), unless approved specifically for a specific event.
10. The City reserves the right to change this policy at any time. Abuse of permits will result in permit revocation and potential fines.