



**OUT OF SERVICE PARKING METER POLICY**

***SPECIAL NOTICE: AT NO TIME SHOULD A PARKING METER BE TAKEN OUT OF SERVICE WITHOUT THE PRIOR KNOWLEDGE AND AGREEMENT OF THE PITTSBURGH PARKING AUTHORITY***

The Pittsburgh Parking Authority instituted this cooperative parking meter & multi-space parking meter policy for clarity and understanding of the process, procedures and fee structure involved whenever an entity needs the use of an Authority parking metered location or locations for a designated function in a limited time period

This policy is only intended to be utilized as a guide and an instrument for understanding what is expected and required by the Pittsburgh Parking Authority regarding requests to take parking meters out of service for a limited time period; and to recover costs associated with the loss of revenues due to activities, which include but are not limited to; construction, development, special events and the like. This policy is not intended to be interpreted or construed as a contract or an offer of a contract of any kind. This policy is subject to change by the Authority for any reason.

**HOW DO I MAKE A REQUEST:**

- Requests to have metered spaces placed “out-of-service” are to be made by calling the Parking Authority’s Enforcement Department at **(412) 560-2521** (office hours are Monday – Friday, 8am - 5pm).

**WHAT INFORMATION DO I NEED TO PROVIDE TO THE AUTHORITY:**

- The request should include the specific location and the total number of metered spaces involved. **(See Attached Out of Service Meter Application Form)**. *NOTE: Authority may make on-site visits to confirm and count number of spaces being used.*
- It should also be specific as to the street(s) and/or lot(s) being affected.
- Finally, for invoicing purposes, the requestor needs to provide his/her complete address, phone number, fax number and e-mail address.
- The requestor must sign and date the form before submitting it to be processed.



# Pittsburgh **PARKING** Authority

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## **HOW MUCH DO I PAY:**

- The charge is specific to the number of spaces involved, duration of the out-of-service status and the location of the parking spaces (i.e. district/zone)
- The charge is based on established hourly meter rates covering the entire 10 hour daily enforcement time period for on-street spaces and 14 hour daily enforcement time period for neighborhood surface lot spaces.
- And the number of NO PARKING signs required.

## **WHEN & HOW DO I PAY:**

- Payment must be made prior to placing the parking spaces out-of-service
- Payment is to be made to the Pittsburgh Parking Authority, 232 Boulevard of the Allies, Pittsburgh, PA 15222.
- **WE ARE PERMITTED TO ACCEPT CHECKS, MONEY ORDERS OR CREDIT CARDS – Credit Card payments must be made in person at our offices.**

## **WHAT HAPPENS NEXT:**

- An approval letter (invoice) is issued to the requestor and payment is due upon receipt.
- The signs are required to be posted 24-hours in advance of the approval dates.

## **Notes:**

- It is the requestor's responsibility to post **and remove** the signs, promptly.
- The posting of the "NO PARKING" signs does not guarantee a vehicle will not park in that area. If a vehicle(s) is found parking in your approved area please contact the Pittsburgh Police Department and ask to have it towed (PPA is not permitted to tow vehicles).
- Non-metered areas that have official city signs posted like "No Stopping" requires a variance/permit from the city's Department of Infrastructure and Mobility (DOMI). For additional information please contact DOMI at (412) 255-2370 or email at [domipermits@pittsburghpa.gov](mailto:domipermits@pittsburghpa.gov)



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## OUT-OF-SERVICE/ REMOVAL METER APPLICATION

REQUESTOR INFORMATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

<b>PURPOSE:</b>

NUMBER OF SPACES	STREET NAME and LOCATION (i.e. Downtown)

(ATTACH SEPARATE SHEET IF NECESSARY)

OUT-OF-SERVICE LENGTH: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>PPAP USE ONLY:</b>	
_____ APPROVED	_____ DENIED
VARIANCE NUMBER: _____	
SIGNATURE: _____	DATE: _____

For additional information please call (412) 560-2521.  
SEND YOU REQUEST TO: [osm@pittsburghparking.com](mailto:osm@pittsburghparking.com)