



Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Emergency Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**LOCATION OF WORK**

Job Site Address \_\_\_\_\_ Side of Street N / S / E / W  
Cross Streets \_\_\_\_\_ AND \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
(Two week notice for timely removal of Pay Station/Parking Meter)  
Pay station ID number(s): \_\_\_\_\_  
Number of Pay Stations/Parking Meters to be removed: \_\_\_\_\_  
(Use diagram on back to indicate specific location of Pay Stations/Parking Meters.)  
Type of Work \_\_\_\_\_

**Pay Stations/Parking Meters MUST be removed when (*check all that apply*):**

- One half or more of the parking is temporarily removed (for more than 30 days) on the block face where the pay station/parking meters are located; or
- Construction may threaten the pay station/parking meter for a period of more than 30 days (for example, dust and debris accumulate on the pay station); or
- Pay station/parking meter is inaccessible for maintenance, to the public, or the solar charging system is adversely impacted (no longer exposed to adequate sunlight) for more than 30 days.

**TO SUBMIT APPLICATION:** Contact Parking Control Section by email at [parkingcontrol@portlandoregon.gov](mailto:parkingcontrol@portlandoregon.gov); or at Room 800, 1120 SW 5<sup>th</sup> Avenue, Portland, OR 97204; or by telephone 503-823-7275.

Fee for removal of Pay Station/Parking Meter is published in PBOT fee schedule (includes reinstallation at completion of construction).

Payable through Parks Bureau Customer Service Center in lobby of Portland Building, 1120 SW 5<sup>th</sup> Avenue, Portland, Oregon 97204.

<p>OFFICE USE ONLY</p> <p>Total Due From Applicant: \$ _____</p> <p>Work Order Number: _____</p>
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The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/ procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-7365, email CPAC@portlandoregon.gov, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests.

**PARKING LOCATION DIAGRAM**

**Pay Station Information:**

- You cannot restrict or fence off access to a pay station
- Transportation staff must be able to service pay stations
- You are responsible for informing staff if your work affects a pay station in any way (see criteria on when Pay Stations/Parking Meters must be removed). Reference Portland Policy Document TRN – 10.20.
- Please show location of pay station on diagram below.

