City of Norfolk Division of Parking
Application for Parking Meter Permit

Date of Application _____

Responsible Person / Title _____

Company / Business Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Daytime Fax _____

FEIN / SSN _____ E-mail Address _____

Parking meter permits are issued on a first come, first serve basis. No more than 2 meter permits per block will be issued to any 1 contractor. Permits may be renewed every 7 days up to 3 renewals. A 4th renewal must be approved by the Parking Administrator. A written justification outlining the need must be submitted at least 7 business days prior to the requested renewal. See attached Meter Permit Extension Request Form.

Financial districts, as approved by Norfolk city ordinance, determine meter rates. Permits are not available on Sundays, federal, state and local holidays, or after 6 p.m. Monday – Saturday. Posted hours of operation are the enforcement hours for parking meters.

Parking meter permit applications must be received at least 2 *business* days prior to the required date. Cancellations must be received in writing by noon at least one business day prior to cancellation in order to receive a refund. Cancellations can be faxed to (757) 664-6244. A parking meter permit will be withdrawn when a parking metered space is not occupied for a 2-hour period. No refund or credit will be issued.

Date(s) Parking Meter Permit Needed:

Start Date _____ End Date _____

Type of Parking Meter Permit Needed: ☐ Construction ☐ Special Event ☐ Monthly

Parking Meter Location(s):

_____ block of _____ Meter Number _____

_____ block of _____ Meter Number _____

_____ block of _____ Meter Number _____

Reason: (Be specific by explaining why a meter space is needed and how it will be utilized.)

Print Name of Applicant _____

Signature of Applicant _____ Date _____

For assistance, please contact Parking Customer Service by dialing (757) 664-6222. Meters will not be bagged prior to receipt of payment.

The Division of Parking, through the efforts of all employees dedicated to excellence, shall provide safe, convenient and affordable parking services to the citizens, visitors and businesses in Norfolk.

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Parking Meter Rates

Effective 07/01/2013, the following rates for meters are hereby established:

	Tier #1	Tier #2/#3	Tier #4
All on-street meters	$0.45 / 15 minutes	$0.35 / 15 minutes	$0.50 / 30 minutes

Tier #1: All streets west of St. Paul's Boulevard; City Hall Avenue and south; Waterside Drive and north; and all streets east of Boush Street including Boush Street.

Tier #2: All streets west of St. Paul's Boulevard and east of Duke Street; north of City Hall Avenue; and south of Charlotte Street.

Tier #3: All remaining downtown areas with meters; generally north of Charlotte Street to Princess Anne Road to east of Llewellyn Avenue to west of Monticello Avenue.

Tier #4: 41st, 43rd, 45th, 47th Streets and Monarch Way

Permits will be issued by the Division of Parking for a fee equivalent to fifty per cent (50%) of the daily on-street meter rate, and with a maximum daily fee of $8.10 for Tier #1 meters, a maximum daily fee or $6.30 for Tier #2 and Tier #3 meters, and a maximum daily fee of $4.50 for Tier #4 meters.

City of Norfolk
Division of Parking
Customer Service Center
222 East Main Street
Norfolk, VA 23510

757-664-6222, phone
757-664-6244, fax

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Rules and Regulations

Meter Permit/Construction/Red Bag

-Permit covers 9 a.m. to 6 p.m., Monday-Saturday.

-Meters will be bagged only after payment is received.

-Permit covers only:

A. Fixed equipment contained on a vehicle (i.e. generator, welder or bucket device). Does not cover small tools and supplies.
B. Work impacting sidewalk or right of way. To close a sidewalk area, an additional permit must be obtained from Public Works.
C. Delivery of office systems / furniture, if a delivery requires more time than permitted by loading zone time limits.
D. Major renovations / construction requiring a dumpster. If a dumpster is needed, an additional permit must be obtained from Public Works. Only 1 space is allowed per dumpster.

-An approved vehicle must be parked at the permitted space(s). If no vehicle is parked in a permitted space(s) for more than two hours, the bag(s) will be removed by Parking Enforcement.

-Each permit will cover from one day to a maximum one-week period and must be renewed on a weekly basis.

-If a permit is needed for more than 3 renewals, approval must be given by the Parking Administrator. Submit a written request outlining the need no less than 7 business days prior to a 4th renewal. Meter Permit Extension Request form is included.

-No personal vehicles can be parked in a permitted space(s) or bag(s) will be pulled and no refund will be issued.

Meter Permit/Special Events/Red Bag

-Permits must be event specific.
-Maximum time will be three days in succession.
-Time of the permit must relate to the time of a special event.
-Permits issued to venues with night events only (i.e. NorVa) will be limited to a time period of 2 p.m. to 3 a.m. daily.
-Employees of the venue may not park their personal vehicles in a permitted space(s) or bag(s) will be pulled and no refund will be issued.

Monthly Lease/Green Bag

-Leased on a monthly basis.
-Monthly fee: $60.00
-Can be used only by utility companies (i.e. Verizon, Cox, MCI, Dominion Virginia Power).
-Can only be used when actively doing utility work in the Downtown area or bag(s) will be pulled and no refund will be issued.

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