



Pittsburgh **PARKING** Authority

The Value Parking Network

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 AUTHORIZATION OF THE PITTSBURGH PARKING AUTHORITY

The Pittsburgh Parking Authority instituted this cooperative parking meter and 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.

A. 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) 560-2534 (office hours are Monday – Friday, 8am -5pm).

B. 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 personnel may make on-site visits to confirm and count the 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.



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C. 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 ten hour daily enforcement time period for on-street spaces and 14 hour daily enforcement time period for surface lot(s) spaces.
- And the number of NO PARKING signs required.

D. WHEN AND 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

NOTE: WE ARE ONLY PERMITTED TO ACCEPT CHECKS &/OR MONEY ORDERS AT THIS TIME (CASH AND/OR CREDIT CARDS ARE NOT ACCEPTED)

E. WHAT HAPPENS NEXT:

- An approval letter (invoice) is issued to the requestor once payment of the “out-of-service” spaces and signs are made.
- 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 such vehicles).
- Non-metered areas that have official city signs posted like “No Stopping” require a variance from the Department of Public Works (DPW). For Additional information please contact (DPW) at (412) 255-2597.



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OUT-OF-SERVICE/ REMOVAL METER APPLICATION

REQUESTOR INFORMATION: _____

MAILING ADDRESS: _____

TELEPHONE: (H) _____ (W) _____ (FAX) _____

E-MAIL: _____

PURPOSE:

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

(ATTACH SEPARATE SHEET IF NECESSARY)

OUT-OF-SERVICE LENGTH: FROM: _____ TO: _____

SIGNATURE: _____ DATE: _____

PPAP USE ONLY:	
_____ APPROVED	_____ DENIED
VARIANCE NUMBER: _____	
SIGNATURE: _____	DATE: _____



232 Boulevard of the Allies
Pittsburgh, PA 15222
Tel: 412.560.7275
Fax: 412.560.7200
Web: www.pittsburghparking.com

“NO PARKING” SIGNS TO RESERVE YOUR METER SPACES MAY BE OBTAINED EITHER AT THE PITTSBURGH PARKING AUTHORITY OR AT THE DEPT. OF PUBLIC WORKS, 611 SECOND AVENUE (412-255-2597) AT A COST OF \$.50 PER SIGN.

CHECKS ONLY ACCEPTED.

*IF PURCHASING SIGNS FROM THE PARKING AUTHORITY, PLEASE SPECIFY THE AMOUNT NEEDED ON THE OUT OF SERVICE METER APPLICATION SO THAT WE MAY ADD THE COST TO THE FINAL INVOICE.

THANK YOU



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PLEASE NOTE:

WHENEVER SPACES ARE RENTED IN A PARKING AUTHORITY LOT, YOU MUST FIRST PROVIDE LIABILITY INSURANCE (MINIMUM \$100,000) WITH "PUBLIC PARKING AUTHORITY OF PITTSBURGH" AS THE CERTIFICATE HOLDER.

THANK YOU