

**CITY OF RICHMOND POLICE DEPARTMENT**

**SPECIAL OPERATIONS DIVISION**

**PERMITS OFFICE**

**Special Temporary Parking Permit Information Sheet**

This application is to be used to request a parking permit in the City of Richmond. Please complete the Special Temporary Parking Permit Application to be approved for your event. Before you submit your application to the Richmond Police Permit Office, make sure that the following steps have been completed:

- **The Special Temporary Parking Permit Application must be received at the Richmond Police Department Permit Office at least three (3) business days prior to the event or occasion.**
- **It will be the applicant's responsibility to have the appropriate "no parking" signs affixed to a pole or signage in the exact area that the parking permit indicates for the special occasion or event. The parking signs must be in position a minimum of 48 hours prior to the event or occasion.**

*Please note: The "No Parking" signs may be purchased from the two companies that are listed on the Special Temporary Parking Permit Application*



City of Richmond  
Police Department  
Special Operations Division  
(804) 646-1717 / FAX (804) 646-1830



**Special Temporary Parking Permit Application**

**FOR RESIDENTIAL MOVING REQUESTS, DO NOT FILL OUT THIS FORM. SEE NOTATION BELOW**

**CONTACT INFORMATION**

<b>Applicant Name:</b>				
<b>Business Name (if applicable):</b>				
<b>Type of Business (if applicable):</b>				
<b>Applicant Address:</b>				
	Address	City	State	Zip Code
<b>Contact Phone:</b>				
	Home	Cell	Work	Fax
<b>Email</b>				

**REQUEST INFORMATION**

(Request **must** be received a minimum of 3 (three) business days prior to the parking/event date)

<b>From:</b>		<input type="checkbox"/> AM <input type="checkbox"/> PM	<b>To:</b>		<input type="checkbox"/> AM <input type="checkbox"/> PM
	DATE	TIME		DATE	TIME

**PLEASE SPECIFY LOCATION FOR REQUESTED PARKING PERMIT (include all locations if more than one)**


*Example: The north side of Grove Avenue beginning at Harrison Street and extending eastward for 100 feet OR One parking space large enough to park a moving van 60 feet in length in front of 1201 Grove Avenue*

**SPECIFIC PURPOSE FOR REQUEST**


**DESCRIPTION OF VEHICLE (Color, Year, Make, Model, License Plate #) – If truck or special vehicle, please indicate length**

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**IF THIS REQUEST IS ONLY FOR PARKING FOR A RESIDENTIAL MOVE, PLEASE CONTACT:**  
**City of Richmond Parking Division**  
**900 E. Broad Street, Room 102**  
**Richmond, VA 23219**  
**(804) 646-3684**

The permit is issued by the Chief of Police under authority of the City Charter Section 11C.01 and City Code Section 102-221. It is issued specifically for the date, time, location and purposes requested by the applicant. This permit is subject to immediate revocation by the ranking member of the Department of Police or Representative of the Division of Traffic Engineering, if in their opinion it is not being utilized for the purpose for which it was requested. The permit may likewise be revoked if any condition exists that creates a threat to public safety or traffic hazard whether caused by the applicant or any other circumstance. The undersigned agrees to the conditions aforementioned and all such other conditions as are stated on the temporary parking permit and certifies that the information provided is accurate and complete.

<b>APPLICANT SIGNATURE:</b>		<b>DATE:</b>	
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It is your legal responsibility as the recipient of the temporary parking permit holder to make sure the "No Parking" signs are in place 48 hours before the event. "No Parking" signs may be purchased from:	P. D. Brooks Traffic Control 8376 Old Richfood Road Mechanicsville, VA 23116 (804) 746-5291	OR	Spivey Pavement Markings 4440 Vawter Avenue Richmond, VA 23222 (804) 321-1395
When using the "No Parking" signs, they must be affixed to a telephone pole or signs in the exact area that the parking permit lists for the special occasion or event.			

Return Completed Application to: Richmond Police Department, Permits & Special Events Coordinator, 2219 Chamberlayne Avenue, Richmond, VA 23222  
Office Phone: (804) 646-1717; Office Fax: (804) 646-1830

**THIS PERMIT IS ISSUED UPON THE FOLLOWING TERMS AND CONDITIONS:**

- A. This permit is issued by the Chief of Police under the authority of City Charter Section 2.04 and City Code Section 102.221. It is issued specifically for the date, time, location and purposes requested by the applicant, and for no other purpose.
- B. This permit is subject to immediate revocation by the ranking member of the Police Department or representative of the Department of Traffic Engineering, if in their opinion it is not being utilized for the purpose for which it was requested.
- C. The permit may likewise be revoked if any condition exists that creates a threat to public safety or traffic hazard whether caused by the applicant or any other circumstance.
- D. That the permit holder will at all times park in such a manner as not to unreasonably interfere with or impair the use of the public way by pedestrians and vehicles, and will not unreasonably increase the hazards to such travel and traffic, will not unreasonably interfere with or impair the use of the public way for the purpose for which it is devoted and will not unreasonably increase danger in case of fire.
- E. That all electrical work, appliances, wires, cables, lights and equipment used in connection with the permitted parking shall be installed, operated and maintained in accordance with all laws and ordinances relating and applicable thereto and by a public service corporation holding a franchise from the city to use the street for the sale and distribution of electric power, or by an electrical contractor duly licensed to engage in such business in the city, and all electric power used for the operation of such procedures shall be furnished by such public service corporation.
- F. That the permittee will indemnify, keep and hold the City free and harmless from liability on account of injury or damage to any person or property directly or indirectly resulting from the use of the public way by the permittee on account thereof; the permittee will defend the City in any such suit at the cost of the permittee; and in the event of a final judgment being obtained against the City, either independently or jointly with the permittee then the permittee will pay such judgment with all cost and hold the City harmless therefrom.
- G. That upon the expiration of the permit, the permit will be removed from the vehicle(s) for which it was issued, and it shall be destroyed.
- H. This Temporary Parking Permit is not permitted for the following locations;**
- **Bus Stop / Passenger Drop-Off**
  - **Spaces Reserved for Emergency Vehicles, Ambulances or Law Enforcement**
  - **Fire Hydrant**
  - **Handicap**
  - **Peak Period Parking (example: 7am-9am or 4pm-6pm or as otherwise noted.) Exceptions may be granted on a case by case basis.**
  - **Corner Clearance where site is an issue**
  - **Cross Walks**
  - **Travel Lanes**
  - **Bike Lanes – Exceptions may be granted on a case by case basis**