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**PARKING DIVISION**  
[www.santafenm.gov/parking](http://www.santafenm.gov/parking)

## **Parking Meter Hood Policies and Procedures**

1. The business, organization, or individual requesting the rental of one or more meter spaces, must justify in writing, the need to park a vehicle in front of or near a particular work site or function. Construction, deliveries or loading or unloading equipment are appropriate uses for meter hoods. They are not to be used for personal, convenient parkingspaces.
2. A detailed site plan and required space layout must be submitted to Parking Operations upon applying for the meter hood(s).
3. Each hood allows for rental of one metered space, 22 feet along the curb and not more than eight feet into the street within the parking lane, unless otherwise approved by the city.
4. Approval of the application will be based on the following:
  - a. A vehicle with equipment or items that must be continuously loaded and unloaded at a particular site.
  - b. A vehicle with equipment or items that cannot be hauled for a long distance.
  - c. Using the sidewalk and/or street spaces. (Please keep the area clear to eliminate possible safety hazards due to construction.)
  - d. Official or authorized city functions that make it necessary to park a vehicle (private or public) at a designated meter space.
5. The rental of a parking meter hood(s) is temporary and may only be used at the location specified on the application. Should the applicant require additional time, the agreement must be renewed on or before the date the original application expires. Failure to do this will result in removal of the meter hoods by Parking Division.

6. Parking meter hoods are limited. Availability is first come, first served and will remain property of the city.
7. A one-time \$25 administrative fee is charged for each application to cover installation and removal costs. Each meter hood is \$30 per day not including Sundays and holidays. (This charge is based upon reserved parking, current parking meter rates and the time the meter space(s) would ordinarily be occupied for any given day.)
8. Vehicles must display the meter hood permit in the lower right-hand corner of the dashboard at all times while parked at meter. Vehicles not displaying the proper permit shall be subject to a \$35 fine under Uniform Traffic Code Ordinance 12-6-6.1 and 12-6-6.12.

*It is strongly recommended that applicants barricade space around hooded meters to ensure exclusive use. Barricades must comply with the Manual on Uniform Traffic Control Devices.*

### **REMOVING PARKING METER HEADS**

If it is determined that one or more parking meter heads need to be removed to prevent damage during construction, applicant may request it in writing.

1. A \$30 fee per meter head removed and reinstalled will be charged in addition to the \$30 per meter/per day fee.
2. Should it be necessary to remove a meter pole, it will be the applicant's responsibility to reinstall the meter pole, in accordance with required specifications.
3. All meter heads will be removed and reinstalled by Parking Division staff.

I have read and understand the City of Santa Fe Parking Division "Parking Meter Hood Rental Policy and Procedures." I agree to comply with the terms and conditions herein. I also agree to hold the city harmless for any and all losses, damages, claims or judgements on account of any suit, judgement, execution, claims, actions, or demands whatsoever resulting from the use of a meter space or meter hood herein.