



PARKING DIVISION METER HOOD APPLICATION

MINIMUM NOTICE OF 48 BUSINESS HOURS TO HOOD & 24 BUSINESS HOURS TO UNHOOD METERS

DATE: \_\_\_\_\_ CUSTOMER P.O #: \_\_\_\_\_

LOCATION OF WORK: \_\_\_\_\_

METER # (S): \_\_\_\_\_

LICENSE PLATES # (S): \_\_\_\_\_

REASON FOR HOODING (OR REMOVAL OF METER) / TYPE OF WORK BEING DONE: \_\_\_\_\_

WORK/EVENT BEGIN: \_\_\_\_\_ WORK/EVENT END: \_\_\_\_\_

ON SITE CONTACT INFORMATION (REQUIRED FOR NON-OFFICE HOURS AND WEEKEND ENFORCEMENT):

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

DRIVER LICENSE # (WILL BE ASKED TO SHOW ID WHEN TOWING FROM METER DURING NON-BUSINESS HOURS): \_\_\_\_\_

BILLING INFORMATION:

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

HOODED METERS ENFORCED FROM 7:00 AM - 9:00 PM, MON - FRI. (SAT FROM 9:00 AM - 9:00 PM)
DAILY RATE: \$15 PER DAY FOR 2, 3 OR 4 HOUR METERS; \$8 PER DAY FOR 10 HOUR METERS
HOODING FEE WITH AT LEAST A 48 HOUR NOTICE: \$40.00
HOODING FEE WITH LESS THAN A 48 HOUR NOTICE: \$80.00 (Pending Approval)
HOODING FEE WITH LESS THAN A 24 HOUR NOTICE: \$320.00 (Pending Approval)

PLEASE READ AND SIGN THE REVERSE SIDE

PLEASE NOTE: If additional meters are needed after this Request is submitted, a new application must be completed, which will incur an extra hood fee.

\_\_\_\_\_  
CITY PARKING MANAGER DATE APPROVED DENIED

Vers 08/15/19



## Parking Division of Omaha Meter Hooding Policy

The purpose of hooding meters is to provide contractors with specialized equipment a place to park their equipment while work is being performed in the area adjacent to the hooded meters.

### Meter Hooding Requirements

To be considered eligible for a meter(s) to be hooded, all of the following criteria will apply:

- Handicap meters will not be hooded.
- Minimum of 1 day notice. Rush Hood Fee may apply.
- Meters will not be hooded for the purpose of buying, selling, or trading merchandise.
- Requests for meters on the same block exceeding 33% will be handled on a case by case basis.
- Vehicles in hooded spaces must be marked and have a commercial plate. All others must register their plate with the parking office.
- Hood duration is normally a 30 day maximum unless pre-approval is received prior to the work starting.

### Fixed Obstruction Objects

Meters can be hooded for items other than motor vehicles such as dumpsters, moving storage containers, etc... Any parties needing to do this must provide their Certificate of Liability Insurance (\$500,000 per occurrence, \$1,000,000 aggregate) naming the City of Omaha as an additional insured. Hooding meters in conjunction with street/lane closures require an approved Street Obstruction Permit, which can also be obtained through this office. Failure to follow the procedures for obtaining said permit can result in fines equal to four (4) times the cost of the permit.

### Emergency Requests

In the event a request is needed for hooding and notification is less than 24 hours, the rush hood fee charge is \$320.00.

### Non-Office Hours and Weekend Enforcement (Hoods are Not Enforced on Holidays):

If enforcement is needed at a meter during non-business hours, please contact 402-444-7275 (opt 4 – Emergency #). When the Ambassador arrives, the person on site must provide a copy of the signed Hood Agreement. That person must also be listed on the Hood Application with a current ID. Once the information has been verified, towing will commence. If the proper documentation cannot be provided, enforcement will not take place.

### Meter Hooding

Tow Zone signs take priority over meter hoods. Vehicles will be subject to tow. No discounts given. All meter hoods are left to the discretion of the Parking Division and hood requests will not be granted after 12 P.M. (noon).

### Extensions

Extensions are evaluated on a case-by-case basis. The Parking Division will examine the site in which the work is being requested beyond the initially approved timeframe and will determine if an extension should be granted.

### Liability

For any damages incurred by the city due to the work being performed on the job site, the city will assess the damages and the applicant will be held responsible for reimbursement in the full amount including any additional costs which may be associated.

### Application Process

Once the application is reviewed and approved, the daily rate for a hood will be \$15 per 2, 3 or 4 hour meter and \$8 per 10 hour meter, Sundays excluded. All applications are approved or disapproved by the City Parking Manager or his designee.

*The permit to hood meters can be cancelled at any time by either the permit holder or the City of Omaha. No refunds will be granted. Applications for hooding shall be made at the Parking Division of Omaha located at 1819 Farnam Street, Suite 308, Omaha, NE 68183. Call 402-444-PARK (7275) with any questions.*

**By signing below, you agree to all conditions outlined on the front and back of this application.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE / PRINT NAME DATE