

George C. Brown
Mayor

Joseph Coffay
Chief of Police

**WILKES-BARRE CITY
POLICE DEPARTMENT**



15 North Washington St.
Wilkes-Barre, PA 18701
Phone: 570.208.4232
Fax: 570.208.4209

PARKING ENFORCEMENT

Meter Space/No Parking Sign Request Application

Events: Meters used to reserve the necessary parking space for your event will be **\$20.00** per meter per day. Temporary "No Parking" Signs to reserve the necessary parking space will be **\$20.00** per event request. These signs shall be used to reserve the necessary parking space for a special event such as commercial or residential moves, corporate events, funerals, and other similar needs. Temporary no parking signs are not intended to be used for parking of a personal vehicle.

Construction: When street work renders meter parking unavailable, the pave cut **construction company** or applicant shall be charged \$25.00 per metered space per day or \$25.00 for non-metered on street construction sites. For long term construction work a Wilkes-Barre City permit is required.

For more information, please contact: Chief Coffay at jcoffay@wilkes-barre.pa.us

Date of Application: _____

Location of Event or Construction Site Address: _____

Reason: _____

Dates Occupied: _____ to _____

Number of Parking Meter Spaces: _____

Meter Numbers if Available: _____

Number of Temporary No Parking Signs: _____

Date Posted / Time: _____ Date Removed / Time: _____

Requested By: _____ Phone #: _____

Company: _____

Mailing Address: _____

Signature of Applicant

Date

Print Name

Title

A check or money order, payable to "The City of Wilkes-Barre" along with the Request Application Form can be mailed to the payment address below:

**Wilkes-Barre City Police Department
ATTN: Parking Enforcement
15 North Washington Street, Wilkes-Barre, PA 18701**