



**OFFICE OF THE PARKING DEPARTMENT**

Medford City Hall  
85 George P. Hassett Drive, Room 110  
Medford, MA 02155

REVIEW:

**APPLICATION: RESERVING STREET PARKING METER SPACES**

**TO BE COMPLETED BY THE APPLICANT**

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Meter Zone(s) (located on the side of the meter head, in white numbers)

\_\_\_\_\_  
Street Address where space is located

\_\_\_\_\_  
Date(s) Requested:

\_\_\_\_\_  
Name of Business / Purpose of Request

**Fee Schedule:**

Number of Spaces: \_\_\_\_\_ x the Number of Days \_\_\_\_\_ x \$10.00) + \$20 Admin Fee = \_\_\_\_\_

**NOTES FOR APPLICANT:**

- *This application does not guarantee parking space reservations. The Parking Department may choose to modify dates, locations, and/or total number of meters/spaces at its discretion.*
- *\*Spaces/meters purchased on Friday must pay an additional \$135 Administrative Fee unless the spaces are also purchased for Saturday. Spaces/meters purchased on Saturday only must pay an additional \$135 Administrative Fee unless they are purchased for the previous Friday.*
- *Spaces/meters must be purchased for a full day.*
- *Application must be received 3 business days in advance of the requested purchase date for review.*
- *Issues that could impact approval, length of request for that location, other construction in the area.*
- *All purchases must be made by check payable to the City of Medford. No credit/debit cards or cash will be accepted.*
- *Purchasing spaces/meters does not exempt applicant from overnight parking ban, street sweeping restrictions.*
- *Dumpsters may not be left overnight in the public way unless approved by the Department of Public Works. Please contact them at 781-393-2417 for more details.*

Please return completed application to: [parking@medford-ma.gov](mailto:parking@medford-ma.gov)