



**Park Wilmington**

11 N. 2nd St. PO Box 1655 Wilmington, NC 28401

Email to: [parkwilmington@reefparking.com](mailto:parkwilmington@reefparking.com)

**Large Vehicle Parking Meter Reservation Bagging Application**

Applicant (Organization) \_\_\_\_\_

Event Name/Type \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact's Information

Address: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Office #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

Reserved Meter Date and Time

Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Reserved Meter Address Location \_\_\_\_\_

Describe Type of Vehicles Parking \_\_\_\_\_

Vehicle Height: \_\_\_\_\_

Length: \_\_\_\_\_

Meter #s to be reserved

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Fees:

# of meters

X **\$50 per meter** =

\$

\_\_\_\_\_

Park Wilmington Justification

Approval:

Park Wilmington

\_\_\_\_\_

Date:

\_\_\_\_\_

City Parking Manager

\_\_\_\_\_

Date:

\_\_\_\_\_

*Fees are paid to Park Wilmington prior to meter(s) being bagged.*

*If meters are not paid within 48 hours prior the requested date, meters will not be reserved.*

**Supervisor: Date and Time Metered Bagged:**

\_\_\_\_\_

Description of Reserved Space, ie open or vehicle parked and description

\_\_\_\_\_

**Supervisor: Date and Time Meter Bag Removed:**

\_\_\_\_\_

## Large Vehicle Parking Meter Reservation Policy

### Purpose

Downtown Wilmington has become an entertainment and event destination with the lure of the river as a backdrop and the historic fabric in the Central Business District. A variety of evening entertainment venues can be found from comedy clubs, live music, to local breweries and wine shops. Event Center locations have increased in the CBD over the past few years. Thirty-one event locations advertise for weddings, receptions, proms, business parties and other special events. Events are important to our community. The hospitality trade brings a vibrancy and quality of life to our City.

Event organizers may request to reserve parking meters for the purpose of parking large vehicles, for example, tour buses, limousines, school buses, recreational vehicles or any vehicle too large to fit in one on-street parking space. A large vehicle is defined as a vehicle exceeding twenty-five (25) feet in length with or without trailers attached. This policy applies to any for-profit or non-profit entity.

### **I. Permit Required to Bag Parking Meters for Large Vehicle Parking:**

A permit application is required for any Large Vehicle Event Parking within the Central Business District where parking meters are located. The Applicant an Entertainment /Hospitality Organizer, will complete the application and return it to the Park Wilmington Office. Permits are issued on a first notified, first serve basis.

An application must be submitted on the City's standard form and presented to the Park Wilmington Office for the City's Contractor to review a minimum of five business days prior to the parking meter reservation request date and no more than 30 calendar days prior to the reservation request date. One application per location per event is required; multiple days listed on the same application, or illegible applications will not be accepted. Incomplete applications will also not be accepted.

Parking meter reservations must comply with the following:

- ❑ Utilization is prohibited on Front Street from Orange Street north to Walnut Street and on 00 Market and 100 Market Streets.
- ❑ Reservations are limited to no more than six (6) parking metered spaces
- ❑ Utilize no more than fifty percent of the on-street metered parking on the block face.
- ❑ Large vehicle parking must park within the designated spaces. Extending large vehicles beyond the marked stalls into driveways and alleys is strictly prohibited and may result in future permit denials and revocation of any permits that have been approved.
- ❑ An event/hospitality organizer is limited to reserving spaces no more than three (3) consecutive days.
- ❑ Produce minimal noise per Section 6-28 of City Code, Noise Control.
- ❑ No idling vehicles.
- ❑ Prohibit use of metered parking spaces 46' from a public alley

To ensure the parking meter space is available the Park Wilmington staff will bag the meters prior to 8am on the reservation day.

Permits will not be issued for **Large Vehicle Parking Meter Reservation** during Azalea Festival, RiverFest, Race Events and Parades.

## **II. Residential Areas**

The City has certain expectations regarding the presence of Large Vehicles within a block of our residential neighborhoods. The applicant should remember at all times they are guests whose continued presence in or near these neighborhoods relies solely on the goodwill of the affected residents, and act accordingly.

## **III. Restrictions**

In the event of natural or civil disasters, the City reserves the right to cancel all outstanding **Large Vehicle Parking Meter Reservation**. Should evacuation of a street, neighborhood, or district be deemed necessary by fire, police, or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the State of Emergency proclamation has been lifted, following a safety evaluation conducted by City, and Utility Company representatives.

The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's safety and convenience.

The City reserves the right to cancel any applicant requests if applicant fails to comply with the policy and take further enforcement.

## **IV. Fees**

There are charges associated with the use of the public right of way. Fees are charged the same to any for-profit entity, non-profit entity or individual. Fees are established and approved by City Council.

Prior to the granting of any **Large Vehicle Parking Meter Reservation Permit**, the City will require the applicant to assure their financial responsibility through Prepayment at the **Park Wilmington Office** with either cash/check or bank card.

The daily reservation meter rate is \$50 per meter. Daily rates apply on Saturday and Sunday whether meters are enforced or not enforced.

If there are any questions regarding this policy, please contact the **City Parking Office** at 910-342-2786 or the **Park Wilmington Office** at (910) 762-5678.

### Large Vehicle Parking Meter Reservation Restrictions

| <b>Block</b> | <b>Street</b>                      | <b>Side Of Street</b> | <b>Meter # Space from Alley</b>    | <b>Points of Interest or Address</b> |
|--------------|------------------------------------|-----------------------|------------------------------------|--------------------------------------|
| 100          | Dock                               | South                 | 26075(W),26074(W)                  | Dock St Printing/Duck-n-Dive         |
| 100          | S. 2 <sup>nd</sup> ( Church Alley) | West                  | 26581(N)                           | Tarrymore                            |
| 100          | S. 2 <sup>nd</sup> (McLane Alley)  | East                  | 26569(N),26568(S)                  | Wilmingtonian                        |
| 200          | Dock                               | North                 | 26102(E),26101(W),26000(W)         | City Club                            |
| 200          | Market                             | South                 | 26222(W),26223(W)                  | Burgwin-Wright /Shanklin             |
| 100          | Chestnut (Dickinson Alley)         | North                 | 26717(E),26718(E),26716(W)         | Cape Fear Apts/Copper Penny          |
| 200          | N. 2 <sup>nd</sup>                 | West                  | 26993(N),26992(N),26994(S)26995(S) | Western Union                        |
| 100          | Grace                              | North                 | 26133(E),26134(W),26135(W)         | New York Hatters                     |
| 0            | Grace (300 Nutt St)                | North                 | 27535(E)                           | Cotton Exchange                      |
| 400          | N. 3 <sup>rd</sup> (Burch Alley)   | East                  | 26931(S)                           | 408                                  |