



# Reserved Parking Request Form

The purpose of this form is to enable businesses/property owners and contractors to request the reservation of parking spaces in front of businesses or job sites in downtown Redwood City.

INSTRUCTIONS: Fill out the request form completely. Sign, date, and return this form to:

The City of Redwood City  
Community Development – Engineering  
ATTN: City Engineer  
1017 Middlefield Road  
Redwood City, California 94064

Feel free to attach additional sheets containing pictures, maps, diagrams, or additional text if the space provided is insufficient.

### Requesting Individual's Contact Information

Name/Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

1. Type of reserved parking you are applying for:     construction  event  loading  
2. Please describe the location of the desired reserved parking, include space numbers or meter numbers (feel free to include pictures or a map):

\_\_\_\_\_  
\_\_\_\_\_

3. Is the requested reserved parking completely within your property or job site frontage?  Yes  No  
If no, then please have the owner/resident of the property where the curb marking will be installed fill out the following information:

Name: _____
Address: _____
Phone Number: _____
Do you consent to allow the requested temporary reserved parking in front of your property? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature: _____

4. Dates and hours requested for reservation : \_\_\_\_\_  
5. Please describe the purpose/need for the reserved parking (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Filled out by Redwood City Staff***

Reservation Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Number of spaces Approved: \_\_\_\_\_  
Dates Approved: \_\_\_\_\_  
Cost for Reservation: \_\_\_\_\_