



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SUBJECT: PARKING METER REMOVAL**

**SCOP..... : 04 -005**

**CATEGORY.... : CONSTRUCTION**  
**Subcategory : PARKING METERS**

Keywords ..... Parking Meters

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

**APPROVED:**   
Assistant Commissioner - Richard Zetterlund, P.E.

Issue Date..... : April 28, 2004

All parking meter removals necessitated by our work must be coordinated with and performed by DOT. In order to have meters removed, the RE-(Resident Engineer) must prepare a listing of the meters to be removed by location, in consultation with the Project EIC-(Engineer-In-Charge), and submit them along with the DOT "Parking Meter Removal Request" form to the DOT Parking Meter Division at least 14 days prior to the date that the meters must be removed. Once the meters can be reinstalled, the RE must contact DOT to inform them. If the project requires the installation of parking meter posts by the contractor, the RE must coordinate this work with the DOT Parking Meter Division.

Attachment: Meter Maintenance Requisition Form



Iris Weinshall, Commissioner

**Meter Maintenance Requisition**

Authorizing Department: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Print Name/Title)

City Project ID #: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Construction Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Job Location:**

On Street: \_\_\_\_\_  
From Street: \_\_\_\_\_  
To Street: \_\_\_\_\_  
Side: \_\_\_\_\_

Total Number of Meters: \_\_\_\_\_

Job Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Job Request: \_\_\_\_\_  
(Removal or No standing insert)

Meter #'s:	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_

\_\_\_\_\_