



232 N. Queen Street  
Martinsburg, WV 25401  
304-264-2131  
www.cityofmartinsburg.org

### City of Martinsburg, WV Parking Authority

#### Parking Permit Application

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Permit Type: \_\_\_ Train Station      \_\_\_ Green Top Meter

Starting Date \_\_\_\_\_      Ending Date \_\_\_\_\_

Vehicle Tag Number \_\_\_\_\_ State \_\_\_\_\_

Permits are available on a first come/first served basis. Spaces are *not* held on a month-to-month basis. A new form is required with every permit request. There are 66 Train Station lot spaces available, which results in a high demand. The lot will not be oversold, therefore, it is recommended to purchase several months in advance. If a permit for the Train Station is not available when requested, a permit for green top meters will be substituted. If you prefer NOT to receive a green top meter permit in lieu of a Train Station permit, please indicate such when submitting the form.

To park at the Train Station an **orange or white permit is required**. The orange/white permit cannot be used at any green top meters in the City of Martinsburg, in the spaces marked "Caperton Employee" or on any metered parking space in the Train Station parking lot. In addition, the permit **must** be visible at all times and **located on the passenger side of the front windshield**, with effective dates clearly visible. If these conditions are not met, a parking citation will be issued.

Please remit completed form with check or money order made out to the City of Martinsburg for \$20 per month requested. Failure to complete the form entirely or to remit payment will cause the request to be invalid and no permit will be issued.