

232 NORTH QUEEN STREET  
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CITY OF MARTINSBURG  
WEST VIRGINIA

[www.cityofmartinsburg.org](http://www.cityofmartinsburg.org)

### Parking Permit Application

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

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

\_\_\_\_\_

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

Permit Type:     Train Station             Green Top Meter

Monthly     Daily

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

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

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 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 for monthly permit (orange) or \$1 per day for daily permit (white)\*. Failure to complete the form entirely or to remit payment will cause the request to be invalid and no permit will be issued.

\*\*\$1 per day that City Hall is open to the public. Exclude holidays and weekends. It is not necessary to purchase a permit to park between the hours of 5 PM and 8 AM.