

Residential Zone Permit Program
Revised 1-20-10

Effective January 20, 2010 fees for all parking permits were eliminated.

Applications for all permits must be obtained through the police department. The permits are intended for residential property owners and those who rent apartments within apartment houses. Permits will not be issued to persons who reside in apartment buildings or to any business owners.

Residential Property Owners:

Eligibility: (All Zones)

- Must show proof of ownership (vehicle registration or utility bill).
- Must produce valid OLN & Registration for vehicle.
- It is permissible for a resident to obtain a permit for a vehicle used for business purposes and owned by the employer so long as the application is accompanied by a notarized letter on company letterhead noting that the resident has permission to use the vehicle.
- Limit three permits per household
 - If an applicant indicates they no longer possess a vehicle for which a valid permit is on record, they must present proof that the vehicle was transferred out of their name.

Note: (D Zone) Permits are only valid on Corson, Astor, Chain, George & Kohn Streets between Haws & Blackberry Alleys. Only those persons who reside on Marshall Street or any of the aforementioned streets are eligible for the permits. Residents of the Cigar Factory Apartments are not eligible.

Renters (All Zones):

Eligibility:

- Must have notarized letter signed by the landlord or copy of lease
- Zoning/licensing requirements of rental unit must be valid
- Limit one vehicle per living unit of building
- Must produce valid OLN & Registration for vehicle.

Temporary Resident Pass:

Eligibility:

- Valid for rental or other loaned vehicle being used while permit vehicle is being serviced.
- Issued to permit holding resident only
- Must produce valid registration for vehicle.

Contractor Permits:

Eligibility:

- Contractor must produce permit for work to be completed or, if no permit is required for work, must list reason for request on the temporary permit application form to include location of work.
- Must produce valid registration for vehicle(s)

Visitor Passes:

Eligibility:

- Must be obtained by resident of zone requested.
- Limit of two per address per visit.
- Must prove valid registration.

Special Cause Permit: Issued when a special situation arises wherein the police department believes issuance of a permit is justified and will not cause extreme inconvenience to other permit holders.

Eligibility:

- Must produce valid OLN & Registration for vehicle.
- Must present written request for permit noting the circumstances.
- Must be approved by the Chief of Police or designee.