



CITY OF NEWBURYPORT

Office of the Parking Clerk
60 Pleasant Street
Newburyport, MA 01950
978-465-4408

EMPLOYEE PARKING PERMIT APPLICATION

(Please Print All Information)

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____ APT: _____ CITY/TOWN: _____ ZIP: _____

DATE OF BIRTH: _____ PHONE: _____ VEHICLE PLATE#: _____

VEHICLE MAKE: _____ VEHICLE MODEL: _____ VEHICLE COLOR: _____ YEAR: _____

PLACE OF EMPLOYMENT _____

BUSINESS ADDRESS _____

STREET NO. STREET NAME BUSINESS TELEPHONE NO.

STEP 1 To apply for an **Employee** parking permit you **must include** the following:

1. THE COMPLETED, SIGNED APPLICATION
2. A COPY OF CURRENT VEHICLE REGISTRATION
3. PROOF OF EMPLOYMENT (recent pay stub or letter from employer)
4. EMPLOYEE PERMIT FEE of \$100.00 check or money order payable to the "CITY OF NEWBURYPORT"
5. SELF-ADDRESSED, STAMPED ENVELOPE

STEP 2 Mail the above to City of Newburyport, Parking Clerk, 60 Pleasant St., P.O. Box 550, Newburyport, MA 01950

A Downtown Employee paid parking permit is **only valid** in the designated all-day parking lots of the Tracey Place Lot, Newburyport Redevelopment Authority East Lot and Newburyport Redevelopment Authority West Lot.

for additional information:

www.cityofnewburyport.com/parking

I HEREBY SWEAR, UNDER PENALTY OF PERJURY, THAT I HAVE NO OUTSTANDING TICKETS IN THE CITY OF NEWBURYPORT, THAT THE ABOVE INFORMATION IS CORRECT, THAT I AM THE RESIDENT OF THE ADDRESS ABOVE AND THAT THE ABOVE REFERENCED VEHICLE IS REGISTERED AND PRINCIPALLY GARAGED AT THE ABOVE ADDRESS.

x _____ Date: _____ / _____ / _____
Signature of applicant month / day / year

THIS SECTION FOR OFFICE USE ONLY

COPY OF VEHICLE REGISTRATION _____

PAYMENT _____

PROOF OF EMPLOYEMENT _____

PERMIT #ISSUED _____ DATE _____ CLERK _____

Issuance of resident and employee paid parking permits

- (1) A Resident or Downtown Employee may apply for an annual parking permit for vehicles registered in their names by completing and signing an application including the following information:
 - a. The name, age and residential address of the owner of the vehicle;
 - b. The name, residential address and driver's license number of the principal operator of the vehicle;
 - c. The make, model, color and registration number of the vehicle;
 - d. For Downtown Employees, proof of employment which may include but not be limited to a letter from the employer on business letterhead;
- (2) For all permit applicants, whenever the parking clerk or his designee shall find that the applicant qualifies under the provisions of this section for a paid parking permit, he shall issue to the applicant one (1) paid parking permit for the one (1) vehicle described in the application.

Transfer of permits

- (1) Upon completion of a new application, the holder of a valid parking permit shall receive a new parking permit or authorization to transfer an existing permit to another qualifying vehicle at no additional cost.

Use of parking permits

- (1) A parking permit shall not guarantee or reserve a parking space nor shall it excuse the observance of any traffic or parking regulation, including but not limited to time restrictions, other than the requirement to pay the hourly parking fee for use of Paid Parking Lots with the exception of the Waterfront Trust Lot.
- (2) The parking permit does not excuse the holder from moving all vehicles from public streets during a declared snow emergency.
- (3) A Downtown Employee paid parking permit is only valid in the designated all-day parking lots of the Tracey Place lot, Newburyport Redevelopment Authority East Lot and Newburyport Redevelopment Authority West lot.
- (4) Resident parking permits are valid in all the Paid Parking Lots with the exception of the Waterfront Trust Lot.

Cost, Dates of Issuance and Prorations

- (1) The annual cost of said permits shall be established by order of the City Council.
- (2) The issuance date of the annual permits, discount incentive programs, amnesty periods, temporary parking permits and any proration of the permit cost shall be pursuant to regulations promulgated by the Parking Clerk.