



New permit
Renewal

CITY OF NEWBURYPORT
60 Pleasant Street
Newburyport, MA 01950
978-465-4408

Account # _____

Permit #Issued _____

JULY 1, 2016 - JUNE 30, 2017

EMPLOYEE PARKING LOT PERMIT APPLICATION

LAST NAME _____ FIRST NAME _____ M.I. _____

(Please Print)

ADDRESS _____ APT# _____ City _____ State _____ Zip _____

PHONE: _____ CELL: _____ VEHICLE PLATE# _____

Check if the following vehicle and employment information has not changed from previous application.

VEHICLE MAKE: _____ VEHICLE MODEL: _____ YEAR: _____ REG. EXP. _____

PLACE OF EMPLOYMENT _____

BUSINESS ADDRESS _____

Street # Street Name Business Telephone

When applying 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: pay stub or letter from employer
4. Employee Permit Fee- **\$100.00 annually**
5. Make checks payable to the "**CITY OF NEWBURYPORT**"
6. **Self-addressed, business-size stamped ENVELOPE**

MAIL TO OR DROP OFF: 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 Informal- <http://www.cityofnewburyport.com>

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 EMPLOYMENT _____ DRIVER'S LICENSE _____ OTHER _____ DATE _____ / _____ / _____

NOTES: _____

1. Issuance of Employee paid parking permits.

- (1) A 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:
 - The name and residential address of the owner of the vehicle.
 - The make, model, and registration number of the vehicle.
 - For Downtown Employees, proof of employment which may include but not be limited to a letter from the employer on business letterhead or a pay stub.
- (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.

2. Replacement of permits.

- (1). There is a \$5.00 fee for a lost or replacement permit
A copy of the new vehicle registration is required.
- (2). Upon completion of a new application, the holder of a valid parking permit shall receive a new parking permit.

3. 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 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.

4. 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 prorating of the permit cost shall be pursuant to regulations promulgated by the Parking Clerk.