



PERMIT(s) #ISSUED #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

ACCOUNT# \_\_\_\_\_

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

**JULY 1, 2016 – JUNE 30, 2018**  
**RESIDENTIAL PARKING LOT PERMIT APPLICATION**  
(Please Print All Information)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL : \_\_\_\_\_

#1 VEHICLE PLATE: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ REG. EXP: \_\_\_\_\_

#2 VEHICLE PLATE: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ REG. EXP: \_\_\_\_\_

#3 VEHICLE PLATE: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ REG. EXP: \_\_\_\_\_

**STEP 1:** To apply for a resident parking permit you **MUST INCLUDE** the following:

1. A **COMPLETED, SIGNED** application
2. A **COPY** of the Current Vehicle Registration for each Vehicle **and** Driver's License for each person
  - i. If the current registration and license do not have a Newburyport address please provide A **COPY** of **ONE** of the following as proof of residence  
Utility Bill (gas, electric, phone, cable, water/sewer) **OR** Current Lease Agreement
3. A check payable to the "**CITY OF NEWBURYPORT**"
  - i. Resident Two Year Permit Fee **-\$10.00 per vehicle**
  - ii. Senior (age 65 or older) Permit Fee - **FREE**
4. Self-addressed, business- size stamped **ENVELOPE**

**STEP 2: MAIL TO OR DROP OFF:** City of Newburyport, Parking Clerk, 60 Pleasant Street  
P.O. Box 550, Newburyport, MA 01950

*For additional information:*  
[www.cityofnewburyport.com/parking](http://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** \_\_\_\_\_ **DRIVER'S LICENSE** \_\_\_\_\_ **UTILITY BILL** \_\_\_\_\_ **LEASE** \_\_\_\_\_

**PAYMENT** \_\_\_\_\_ **DATE** \_\_\_\_\_ **CLERK** \_\_\_\_\_

### **Issuance of Resident paid parking LOT permits.**

- (1) A Resident 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 of the principal operator of the vehicle;
  - c. The make, model, and registration number of the vehicle;
- (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.

### **Replacement of permits.**

- (1) There is a \$5.00 fee for a lost or replacement permit  
**And 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.

### **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) 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.