

**INDIANA BOROUGH PARKING DEPARTMENT
PERMIT PARKING RULES & REGULATIONS**

RESIDENTIAL PERMIT

1. APPLICATION PROCESS

Property Owners/Permanent Residents:

- A. Provide Evidence of Permanent Residency (See Number 12 below)
- B. Provide Owner's Card for Vehicle (s) being registered for permit
- C. Fee for initial permit: *FREE*
- D. Replacement/Transfers: \$5.00 with original tag; \$50.00 without original tag

Tenants/Non-permanent Residents:

- A. Provide Authorization from Property Owner
- B. Provide Owner's Card for Vehicle(s) being registered for permit
- C. Fee for initial permit: \$260.00
- D. Replacement/Transfers: \$5.00 with original tag; \$50.00 without original tag

- 2. No more than two permits shall be issued to each parcel within the Residential Parking District, unless authorized by Borough Council.
- 3. The property owner may assign the permits only to tenants living at the property.
- 4. The Residential Permit allows the permit holder to park in any designated Residential Permit Parking District from 7am to 6pm, Monday through Friday. Permit Parking is not in effect outside of that time period or on weekends and legal holidays.
- 5. There is a two (2) hour grace period given to any vehicle that does not have a Residential Parking Permit. This grace period is given for the entire Permit Parking Zone. Leaving and returning or moving to a different permitted street does not give an additional two hours.
- 6. For non-permanent residents, Residential Permits are annual permits and are valid until August 31 each year. Permits may be purchased as early as August 16 for the upcoming permit year. For permanent residents, Residential Permits are valid for the vehicle registered in your name, as long as you own that vehicle and reside at the same address. Permanent residents do not need to renew their permit annually, only when they change vehicles or move to a new address.

7. Residential Permits cannot be transferred to any other vehicle. They must be affixed to the driver's side rear bumper of the vehicle registered on the application. Violations of these standards will result in a fine and/or revocation of the permit.

8. It is illegal to sell or transfer a Permit. The fine for this violation is \$300.00 per conviction. Each day shall constitute a separate offense.

9. If the registered vehicle is unavailable for use of the Permit holder due to an accident or repair work, a Temporary Permit can be obtained weekly free of charge for a maximum of 4 weeks. After 4 weeks, the temporary permit fee must be paid.

10. To receive a Replacement Permit or to transfer the Permit to another person or vehicle, the original Permit must be presented at the Borough Office or the Permit holder must provide adequate evidence of the removal or disposal of the original Permit at the time of the re-application. The fee for the replacement or transfer Permit under these conditions is \$5.00.

11. If the original Permit is not presented and the Permit holder does not provide adequate evidence that the original was removed or disposed of, the fee for a replacement or transfer Permit is \$50.00.

12 For the purpose of these regulations, permanent residency is interpreted as the municipality at which you are listed to reside for tax purposes. Long-standing residents will generally not be requested to provide proof of residency. When requested, Indiana Borough will accept as proof of permanent residency the prior year's tax return (reduced to eliminate any confidential information), a cancelled social security check showing your home address, or a current paycheck stub showing payment of local wage taxes. In the case of wage earners that relocated during the current tax year, Indiana Borough may verify your home address by contacting the local earned income tax collector.

13. Any special requests concerning Permit Parking must be directed in writing to:

Indiana Borough Parking Department
80 North 8th Street
Indiana, PA 15701

I have received a copy, read and understand all the rules and regulations concerning the Indiana Borough Parking Permits.

Signature _____

Date: _____