

RESIDENT PARKING REVIEW

Burlington Department of Public Works, Office of the City Attorney and Burlington Police Department are in the process of reviewing the Resident Parking Ordinances for the City of Burlington. Copies of the DRAFT of Burlington City Ordinance Section 27 No Parking except with resident parking permit, DRAFT copy of Resident Parking Program Rules, and DRAFT copy of the proposed application form are available at the reception desk Department of Public Works, 645 Pine St, Burlington and Parking Enforcement Office, Burlington Police Department, One North Avenue, Burlington, VT.

Comments or suggestions can be submitted to vducharme@burlingtonvt.gov.

Sec.27. No parking except with resident parking permit.

No person shall park any vehicle except vehicles with a valid residential street sticker or a valid [guest] visitor parking card, or clearly identifiable service or delivery vehicles that are servicing a residence or making a delivery on any street designated as "residential parking only".

(a) through (e) As written.

(f) Permits. The following persons shall be eligible to hold a resident parking permit for that street which is designated "resident parking only": residents of the street or portions thereof, including an abutting corner parcel, owners of property on such a street who do not reside on such a street, car share organizations meeting the criteria of this regulation, and medical caregivers of residents of a street designated for "resident parking only." Only persons holding a residential parking permit may be eligible to receive the required residential parking sticker. The Police Department is hereby designated as the department responsible for regulating and administering the issuance of "resident parking only" permits and stickers. The department may establish an administrative fee to offset the cost of administering this program, provided the fee is approved by the City Council in the city's budget process. In order to hold a permit, display the sticker, and legally park on streets, or portions thereof, that are designated as "resident parking only," an eligible person must apply for a permit, pay any applicable administrative fee, present such proof of residence in the designated area as may be required by the department, and comply with the rules established by the department. [shall issue resident parking permits only to residents of streets, or portions thereof, that are designated "resident parking only" for parking on that street pursuant to subsection (g).] [In addition, the Police Department shall issue resident parking permits to "car share organizations" for parking on all streets, or portions thereof, that are designated "resident parking only," pursuant to subsection (g).] The Police Department may establish written rules to implement the issuance of permits, stickers, and visitor cards. Such rules may address, but are not limited to, the establishment of time limits, revocation of permits, documents required to prove residency, authority to suspend enforcement for special occasions, dismissal of tickets during application process, creation and use of an application form, fees for permits, and the issuance of temporary visitor parking cards. All rules shall be approved by the Public Works Commission.

(1) [Except as otherwise provided in subsection (g), the holder of the permit] A resident who holds a residential parking permit shall receive a residential street sticker for each vehicle registered in the resident's name, provided that the number of stickers issued per dwelling unit does not exceed four (4). No sticker shall be issued to a resident of a dwelling unit if 4 such stickers have already been issued. A resident whose vehicle is registered in a family member's name is eligible to receive a residential street sticker for that car provided the vehicle is being regularly parked and used by the resident at the residence. [unless the holder] A resident who does not own a vehicle [in which case no sticker] will not be issued a sticker. A resident may be eligible for a temporary resident permit provided the owner is in compliance with all applicable resident parking rules.

(2) A maximum of 2 visitor [guest] parking cards shall be issued to each eligible dwelling unit [household] for which a resident permit has been issued.

(3) The owner of property on a street, or portion thereof, which has been designated "resident parking only" who does not reside on the street shall be eligible for a residential parking permit. Upon the issuance of a resident parking permit, the owner shall receive a residential street sticker and at the owner's option either a residential street sticker or a visitor parking card. This permit and sticker are for the purpose of parking on the street while the owner and owner's agents are at the property and shall not be used for another purpose. This owner may also be eligible for a temporary resident parking permit provided the owner is in compliance with all applicable resident parking rules.

(4) A medical caregiver permit shall be issued upon showing proof as required by the department that a contract for medical caregiver services exists between the resident and caregiver.

(g) Specific conditions:

- (1) *Proof of residency.* [~~Proof of residency shall include a valid Vermont driver's license with an address on the designated street, section of street or abutting corner parcel and a valid Vermont registration for the vehicle(s) involved. For students, proof of residency shall include a valid current student identification card, a valid driver's license, vehicle registration from Vermont or another state, and proof of residency on the designated street, section of street or abutting corner parcel. Residents without a license can prove residency on the designated street by showing a valid written lease, current utility bill, or by being listed on the official voter registration list for the City of Burlington.~~] Residents applying for a resident parking permit must submit an application and provide proof of residency as required by department rules.
- (2) Upon showing of proof of business occupancy, owners and employees of small businesses on streets with designated "resident parking" only will be considered residents and issued a resident parking permit if sufficient off-street parking or metered long-term parking at the business location is not available. The conditions of the business' zoning permit must be used to determine if a business has sufficient, available off-street parking at its location. The owner or employee(s) will be issued a choice of a residential street sticker or a [guest] visitor parking card. Customers of these small businesses may legally park on the street under the authority of the permit.
- (3) *Display of stickers.* Residential street stickers shall be affixed to vehicles on the left-hand side of the rear bumper and shall be visible without obstruction at all times. In

order to be valid the sticker must have the resident street name affixed to it.

(4) *Car share organizations.* Valid car share organizations shall meet the following criteria:

1. Require users to be members of the car share organization.
2. Provide ubiquitous self-service access to all, or most of, a shared fleet of automobiles at locations not staffed by the car share service organization.
3. Encourage short-term, local trips and discourage users from driving more than necessary.
4. Provide its members automobile insurance that exceeds the State-mandated minimum when its members are using car share vehicles and shall assume responsibility for maintaining car share vehicles.

Upon showing proof of a valid Vermont registration for the vehicle(s) involved and compliance with department rules related to the issuance of permits, car share organizations meeting the ~~[appropriate]~~ criteria will be issued one residential sticker per vehicle. This sticker will be valid on all streets, or portions thereof, that are designated "resident parking only".

(5) *Fraternalities, sororities and dormitories.* ~~[Upon showing proof of residency]~~ Upon complying with department rules related to the issuance of permits, residents of fraternalities, sororities and dormitories upon properties separate and distinct from institutions and which abut on designated streets will be issued a permit and a residential street sticker for each resident's registered vehicle. Each of these buildings may receive 2 ~~[guest]~~ visitor parking cards plus 1 ~~[guest]~~ visitor parking card per 4 adult residents over 10 residents per building, subject to a maximum of seven ~~7~~ guest cards per building.

(6) ~~[Guest]~~ Visitor parking cards. ~~[Guest parking cards are only for use by persons visiting a residence.]~~ A person who is not a resident of a street, or portion thereof, which has been designated for "resident parking only" or who does not own a property on such a street may only park on the street by displaying a visitor parking card. Such a card shall only be used while either visiting the dwelling unit to which the visitor card was issued, or attending a function or event off-site with an individual of the dwelling unit to which the visitor card was issued; visiting does not include parking for purposes of commuter parking for school or work or visiting a person who has not been issued a resident parking permit. The use of a visitor's parking card by a resident of a parking permit area is prohibited. All [guest] visitor parking cards shall be displayed at all times without obstruction on the lower left-hand corner of front window of guest's vehicle with the permit information visible

through the window and easily readable. It is prohibited for anyone to make a copy of a visitor parking card for use.

- (7) *Proof of ownership of property by an owner who does not reside on the property. Nonstreet resident [property] owner. [A nonstreet resident][property] An owner of property on a designated street who does not reside on that street will be issued a resident parking permit and a choice of either a residential street sticker or [guest] visitor parking card upon presentation of a property tax bill, valid driver's license and valid vehicle registration.*
- (8) No permits will be issued to an individual or car share organization with outstanding parking tickets, unless the ticket is being contested in court.
- (9) Designation of area. As written.

5/3/13; 5/28/13

Burlington Police Department
Resident Parking Program Rules

Article I. Permit Applications

1. All applicants for a permit must complete the department's application form and provide the information requested on it.
2. All signatures on the application form must be notarized.
3. All applicants must provide documentary evidence of residency on the street for which a permit is being requested.
4. The department shall have the right to verify all information provided in the application submitted to it.

Article II. Proof of residency

Acceptable documents to prove residency are:

- a) Valid driver's license with the resident parking street address noted on DMV records; or
- b) Vermont issued ID with the resident street noted on it; or
- c) Valid motor vehicle registration with resident parking street address noted on DMV records; or
- d) Current rental or lease agreement identifying residence (including an apartment number where applicable) and applicant's name or a statement of occupancy by the record owner. When no written agreement has been entered into, such statement must have owner contact information stated in it; or
- e) City record indicating ownership or residency such as tax bill, Assessor's records or Code Enforcement records; or
- f) Utility bill identifying residence and applicant; or
- g) Current vehicle insurance policy; or
- h) Any other similarly valid document with the resident street noted on it.

Article III. Terms, Expiration and Revocation of Permits

1. Permits to property owners shall be valid for up to 2 years. Owners who reside on the street shall provide proof of ownership of the property and residency on the street to be eligible to be issued a permit. Owners who do not reside on the street shall provide a property tax bill, valid driver's license and valid vehicle registration to be eligible to be issued a permit.
2. Non-property owners who provide proof of residency on the street shall be issued permits that are valid for the term of their residency up to 2 years.
3. Residents who reside at a property based on an oral agreement shall be issued permits for a term based on the length of the tenancy up to one year.
4. Any permit, residential parking sticker, caregiver permit or visitor parking card may be revoked or suspended for a reasonable period for violation of the resident parking program's regulations or rules.
5. A permit, sticker or visitor card shall automatically expire if the resident ceases to live at or own the residence for which the permit was issued.

Article IV. Replacement of visitor parking cards; transfer of residential parking sticker; voiding of tickets.

1. Visitor parking cards that are lost will not be replaced. If stolen and reported as stolen, a visitor parking card will be replaced.
2. In the event a visitor parking card becomes unreadable or partially destroyed, it may be replaced upon presentation of the old card.
3. A new residential parking sticker may be issued to a new vehicle upon surrendering the old sticker to the department.
4. A person may have up to 3 resident parking tickets that were issued on the resident street prior to the application process voided as long as: (a) the person was a resident of the street or was an owner of property on the street who did not reside on the street at the time, (b) the person has filed an application for a resident permit and (c) the tickets are less than 30 days old.

Article V. Temporary resident parking permits; Temporary visitor parking cards.

1. An applicant for a residential parking permit whose vehicle has a temporary registration shall be issued a temporary resident parking card valid for up to 30 days as a temporary substitute for a sticker. When the applicant gets the permanent registration, s/he must return to the Police Department for a residential parking sticker or a visitor parking card for owners who do not reside on the street.

2. A resident with a resident parking permit may be issued temporary visitor parking cards in addition to the 2 cards issued to the unit for a special activity being conducted on the property, provided the resident provides 24-hour advance notice to the Police Department.

Article VI. Caregiver permit.

1. A resident may be issued a caregiver permit to accommodate the vehicle of a necessary medical care provider.
2. To be eligible a resident must complete and provide the following information about the caregiver on the application: name, license number, vehicle registration and employer. The resident must provide the medical caregiver contract or an affidavit as part of the application.

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CITY OF BURLINGTON
RESIDENT PARKING PERMIT APPLICATION
ONE NORTH AVENUE
BURLINGTON, VERMONT 05401
(802) 540-2380

DRAFT

TO BE COMPLETED BY PROPERTY OWNER

PROPERTY OWNER: _____
PRINT NAME

PROPERTY OWNER ADDRESS: _____

PROPERTY OWNER PHONE Office: _____ Cell: _____

PROPERTY OWNER EMAIL ADDRESS: _____

APARTMENT NUMBER: _____

APARTMENT STREET ADDRESS: _____

CURRENT LEASE: Starts: _____ Ends: _____

PROPERTY OWNER SIGNATURE: _____

STATE OF VERMONT: Subscribed and sworn before me:
County: Notary: _____ Date: _____

TO BE COMPLETED BY TENANT

TENANT NAME: _____
PRINT NAME

TENANT PHONE: Office: _____ Cell: _____

TENANT E MAIL ADDRESS: _____

Registration Number _____ State: _____

Vehicle Type: Auto Truck Mtc

Drivers License Number: _____ State: _____

TENANT SIGNATURE _____

STATE OF VERMONT: Subscribed and sworn before me:
County: Notary: _____ Date: _____

OVER

TO BE COMPLETED BY CAREGIVER

Caregiver Name: _____

Printed

Proof of caregiver contract: _____

Y N

Caregiver Organization: _____

Organization Phone Number: _____

Caregiver Signature: _____

STATE OF VERMONT:

Subscribed and sworn before me:

County: _____

Notary: _____

Date: _____

STAFF USE ONLY:

CURRENT VEHICLE STICKERS ISSUED: _____

CURRENT VISITOR PASSES ISSUED: _____

PERMIT START DATE: _____

PERMIT END DATE: _____

PERMIT NUMBER: _____

Number

\$10.00 Fee

\$ _____

VISITOR PASS #1 _____

Number

\$10.00 Fee

\$ _____

VISITOR PASS #2 _____

Number

\$20.00 Fee

\$ _____

UNPAID TICKETS: _____

Y N

TICKET DUE: _____

\$ _____

TOTAL DUE: _____

\$ _____

VERIFIED LEASE: _____

Y N

VERIFIED PROPERTY OWNER INFO _____

Y N

VERIFIED TENANT INFO _____

Y N

VERIFIED CAREGIVER INFO _____

Y N

CLERK: _____