

Corporation of Harpers Ferry Parking Permits and Permit Process

Contained within this document are the types of parking permits available, and the process for obtaining those permits, within the Corporation of Harpers Ferry.

Residents meeting the described requirements herein, Licensed Business Owners, Non-Profit Organizations, Non-Profit Visitors Centers, Churches, and individuals with special circumstances may apply for an annual parking permit.

Parking permits coincide with the calendar year and are valid from January 1 through December 31. All permits must be renewed annually on or before January 31, regardless of when purchased during the calendar year. Permit holders will have until January 31 each year to renew their permit(s) without penalty. Permit holders may renew anytime between December 1 and January 31.

All permits must be applied for in person at the Harpers Ferry Police Department (HFPD) Monday through Friday during posted business hours. Every effort will be made to arrange for some late afternoon or evening hours. Applicants must provide proof of residency in order to purchase residential parking permits (electric bill, water bill, Valid WV Driver's license, with physical address). Licensed business owners, Non-Profits, Churches, and those with special circumstances must provide proof of relationship to the business, non-profit, and/or the special circumstances requiring a parking permit.

Parking permits are registered to a specific vehicle. A vehicle is a car, truck, motorcycle, or other device by which a person is transported on land. *No permit will be issued for any vehicle with the name of a business, service, etc. excepting the business has a physical address and registered business license within the Corporation of Harpers Ferry.* Each permit issued is to be affixed in a clearly visible location on each vehicle's windshield for which a permit is granted. HFPD will enforce the parking permits.

When applying for one or more parking permits, a current, valid, legal form of identification, such as a driver's license or passport, is required. If the address shown on the form of identification is not within the Corporation of Harpers Ferry, an additional form of identification is required to prove residency within the Corporation (water bill, sewer bill, electric bill, etc.). Proof of ownership of each vehicle for which a permit is sought must be provided (registration).

The Harpers Ferry Police Department reserves the right to revoke parking permits at any time should it be deemed that a parking permit is being misused.

Permit Types

Residential Parking Permit (all streets in the Corporation)

Licensed Business Parking Permit (who have no or inadequate parking)

Non-Profit Organizations Parking Permit (who have no or inadequate parking)

Non-Profit Visitor Center (ATC)

Special Circumstances Permit

Guest Permit

Residential Parking (Washington Street and all side streets in the Corporation):

Residents who live on Washington Street and any of the side streets in town, who have no, or have inadequate, off-street parking, and either must or choose to park in the public right-of-way, are *required* to purchase a parking permit. Residential permit holders must park as near their residence as possible.

Residents who live on any street within the Corporation who have adequate off-street parking and do not wish to park in the public right-of-way (along the street), are not required to purchase a parking permit, but may choose to do so.

Residents living on Washington Street with no off-street parking may apply for up to two (2) parking permits.

Residents living on Washington Street with inadequate off-street parking may apply for up to (2) additional parking permits (Must prove need).

Residents living on all other side streets in the Corporation, who park in the public right-of-way may apply for up to five (5) parking permits.

Residential parking in spaces clearly marked Residential Parking, and on all side streets of the Corporation, is in effect and enforced 24 hours per day, 7 days per week.

Residents who live on any street within the Corporation, and who purchase an annual parking permit, may park anywhere within the Corporation where residential parking is permitted. This includes residential areas along Washington Street where paid parking may be in force.

Guest Permit:

Residents who hold one or more resident parking permits are eligible to apply for up to two (2) annual guest permits. The permit is for parking as close to the residents' home as possible, and for no more than three (3) days in a row by the same vehicle. If longer term use is needed, the resident must notify the police department. The guest pass must be prominently displayed in the front windshield.

Licensed Business (who have no or inadequate parking)

Licensed Businesses on Washington Street with inadequate parking, who need parking in the public right-of-way, may apply for up to two (2) parking permits. It is the responsibility of the business owner to monitor legal use of the permit.

Non-Profit Organizations

Non-profit organizations are defined as any organization identified as a 501(c) (3) tax exempt organization by the IRS. The same status is extended to churches, libraries, and visitor centers. Non-profits may apply for up to two (2) parking permits.

The Harpers Ferry Woman's Club may apply for up to two (2) non-profit organization parking permits.

Visitors to the Harpers Ferry Woman's Club house who need use of more than two (2) permits on a given day, such as a regular meeting of the club, should make pre-arrangements with the Harpers Ferry Police Department.

Churches on Washington Street may apply for up to two (2) non-profit organization parking permits.

Additionally, Church attendees may park in paid parking spaces on Washington Street, and along Shenandoah Street, without penalty on Sundays between the hours of 8 a.m. and 1 p.m., and at other times by pre-arranging with the Harpers Ferry Police Department. Church attendees are requested to respect the needs of residents.

Non-Profit Visitors Center (ATC)

Employees of the ATC will park on Storer College Place and will display identification on dashboard of vehicle.

Visitors to the ATC may find parking directly behind the center.

Special Circumstances

The parking committee has identified certain circumstances within the Corporation for which a permit is not needed due to a service being provided to a resident or to the Corporation, such as work by the Corporation's various committees (Tree Committee, etc.), long-term caregivers, etc. These will not require a permit and will not be ticketed. However, it is the residents' responsibility to notify HFPD, at least one day in advance, of the date, time and location where these services will be occurring.

Due to accessibility concerns, the parking committee has identified the 1007 Washington Street property, whose access is via Boundary Street, as a special circumstance whose residents are eligible to apply for up to two (2) parking permits.

Annual Permit Fees

Residential Permits:

First permit - \$ 5.00 (five dollars)

Second permit - \$ 5.00 (five dollars)

Third, Fourth or Fifth permit (\$10.00) (ten dollars) each.

Guest Permit - \$5.00 (five dollars) each

Replacement - \$100.00 (one hundred dollars) each

Licensed Business Permit - \$25.00 (twenty-five dollars) each, must prove need.

Replacement - \$100.00 (one hundred dollars) each

Non-Profit Organization Permit - \$5.00 (five dollars) each

Replacement - \$100.00 (one hundred dollars) each

Non-Profit Visitors Center Permit - \$5.00 (five dollars) each

Replacement - \$100.00 (one hundred dollars) each

Special Circumstances - \$5.00 (five dollars) each

Replacement - \$100.00 (one hundred dollars) each

Parking for Special Occasions

Parking for special occasions such as funerals, weddings, club meetings, etc., in areas where there is no or inadequate parking, may be pre-arranged by contacting the Harpers Ferry Police Department.

Parking for festivals such as the flip-flop festival, certain holidays, etc. will be free in Zones 1 and 2.

The Parking Committee is always open to suggestions from members of the Corporation.

Parking Committee Members

Hardwick S. Johnson, Jr.

Charlotte Thompson

Jerry Hutton