



# CORPORATION OF HARPERS FERRY

## Parking Permit Policy and Permit Process

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### Parking Permit Policy and Permit Process

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Contained within this document are the available types of parking permits and the process for obtaining those permits within the Corporation of Harpers Ferry. All questions pertaining to this policy shall be addressed to the Parking Committee. See Town website, Police tab, for contact information.

#### Issuance

Parking decals / dashboard permits are issued annually, coincide with the calendar year, and are valid from January 1 through December 31 of the given calendar year. The purchase will not be prorated.

All decals / 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.

#### Eligibility

Applicants must provide proof of residency in order to purchase residential parking decals / dashboard permits. A current valid legal form of identification, such as a driver's license, voter ID, or passport, is required. If there are special residential circumstances, an alternate form of identification may be acceptable. Proof of ownership (registration) of each vehicle for which a permit is sought must be provided. Licensed business owners, non-profits, churches, and those with special circumstances must provide proof of relationship to the business, non-profit, or church, and / or proof of the special circumstances requiring a parking decal / dashboard permit.

Parking decals / dashboard permits are registered to a specific vehicle. A vehicle is a car, truck, motorcycle, or other motorized device by which a person is transported on land. Each decal issued is to be affixed on the upper left driver's side on each vehicle's windshield for which a permit is granted. A dashboard permit is to be displayed in the front window of the vehicle.

The Harpers Ferry Police Department (HFPD) will enforce the parking decals / dashboard permits. The HFPD reserves the right to revoke parking decals / dashboard permits at any time should it be deemed that a parking decal / dashboard permit is being misused.

#### Permit Types

- Residential Parking Decal

- Guest Parking Dashboard Permit

### **Residential Parking Decal**

Residents who purchase an annual parking decal 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. Paid parking along Potomac Street is commercial and is excluded.

Residents who live on Washington Street, streets running parallel to Washington Street, or any side streets in town who have no or inadequate off-street parking, and either must park or choose to park in the public right-of-way, are required to purchase a parking decal.

Given the limited availability of parking spaces:

- Residents with no off-street parking may apply for up to three (3) parking decals.
- Residents with inadequate off-street parking may apply for up to (2) additional parking decals. (Must prove need.)

If there are special circumstances or additional parking decals are required, contact the Parking Committee.

Residents 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 decal but may choose to do so.

Residential parking in spaces clearly marked as Residential Parking Only is in effect and enforced 24 hours per day, 7 days per week.

### **Guest Parking Dashboard Permit**

Residents are eligible to apply for up to two (2) annual guest dashboard permits. The dashboard permit is for parking as close to the resident's home as possible, and for no more than seven (7) 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.

### **Other Circumstances**

#### **Licensed Home-Based Businesses**

Licensed home-based businesses in Harpers Ferry may be issued a residential decal. No decal will be issued for any vehicle with the name of a business, service, etc., unless the business has a physical address and registered business license within the Corporation of Harpers Ferry.

#### **Non-profit Organizations**

Non-profit organizations are defined as any organization identified as a 501(c)(3) tax exempt organization by the IRS and may be issued a guest parking dashboard permit. The same status is extended to churches, libraries, museums, social or fraternal organizations, and visitor centers.

Non-profits may apply for up to two (2) guest parking dashboard permits. Non-profit organizations that need more than two (2) guest dashboard permits on a given day, such as a regular meeting of a club, should pre-arrange with the HFPD.

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 previous arrangement with the HFPD. Church attendees are requested to respect the needs of residents.

### **Special Circumstances**

Residents with special circumstances, such as long-term care or a family need, may be eligible for up to two (2) additional guest parking dashboard permits. (Must prove need.) Other circumstances may be determined on a case-by-case basis by the Parking Committee.

Residents with parking decals needing a handicapped sign in front of their house can apply to the Parking Committee.

### **Exclusions**

There are 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. This includes work by the Corporation (such as the Tree Committee or Parks and Recreation Commission), home maintenance workers, parcel delivery, etc. *The HFPD should be notified at least one day in advance if the service, activity, or event will involve multiple personnel or visitors.*

### **Parking for Special Occasions**

Parking for special occasions, such as funerals, weddings, club meetings, festivals, holiday celebrations, etc., in areas where there is no or inadequate parking may be pre-arranged by contacting the HFPD.

### **Annual Permit Fees**

Residential Decal: \$5.00 (five dollars) each

Guest Parking Dashboard Permit: \$5.00 (five dollars) each

Replacement Guest Permit: \$100.00 (one hundred dollars) each

### **Paid Parking Zones**

There are three paid parking zones:

7510: Residential. Intersection of McDowell Street and Washington Street to Union Street.

7515: Commercial. Potomac Street.

7520: Residential. Intersection at High Street and Church Street to intersection of McDowell Street and Washington Street.