



# CORPORATION OF HARPERS FERRY

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## **Parking Permit Policy and Permit Process REVISED**

12/12/2018

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 Web site, Police Tab, for contact information.

### **Issuance**

Parking permits are issued annually and coincide with the calendar year and are valid from January 1 through December 31 of the given calendar year. Permits will not be prorated.

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.

### **Eligibility**

Applicants must provide proof of residency in order to purchase residential parking permits. A current valid legal form of identification, such as a driver's license, voters ID, or passport, is required. If there are special residential circumstances, an alternate form of identification may be acceptable. Proof of ownership of each vehicle for which a permit is sought must be provided (registration). 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 motorized device by which a person is transported on land. Each permit issued is to be affixed on the upper left driver's side on each vehicle's windshield for which a permit is granted.

The Harpers Ferry Police Department (HFPD) will enforce the parking permits.

The HFPD 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 (includes Licensed Businesses & Non-Profit Organizations)
- Guest Parking Permit

## **Residential Parking Permit**

Residents 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. The paid parking along Potomac Street is commercial and is excluded.

Residents who live on Washington Street, or 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 permit.

Given the limited availability of parking spaces:

- Residents living on Washington Street with no off-street parking may apply for up to three (3) 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 streets who park in the public right-of-way may apply for up to three (3) parking permits. If there are special circumstances or additional parking permits 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 permit, 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 Permit**

Residents are eligible to apply for up to two (2) annual guest permits. The 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 HFPD. The guest pass must be prominently displayed in the front windshield.

## **Other Circumstances**

**Licensed Business** in Harpers Ferry may be issued a Residential Parking Permit.

No permit 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 Organization**

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 Residential Parking 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) residential parking permits.

Non-profit organizations that need more than two (2) permits on a given day, such as a regular meeting of a club, should make pre-arrangements 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 pre-arranging with the HFPD. Church attendees are requested to respect the needs of residents.

### **Special Circumstances**

Residents with special circumstances, such as long-term care, may be eligible for up to two (2) parking permits. (Must prove need.)

Residents with parking permits 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 (e.g., Tree Committee, 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 Harpers Ferry Police Department.

### **Annual Permit Fees**

Residential Permit: \$5.00 (five dollars) each

Guest 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.