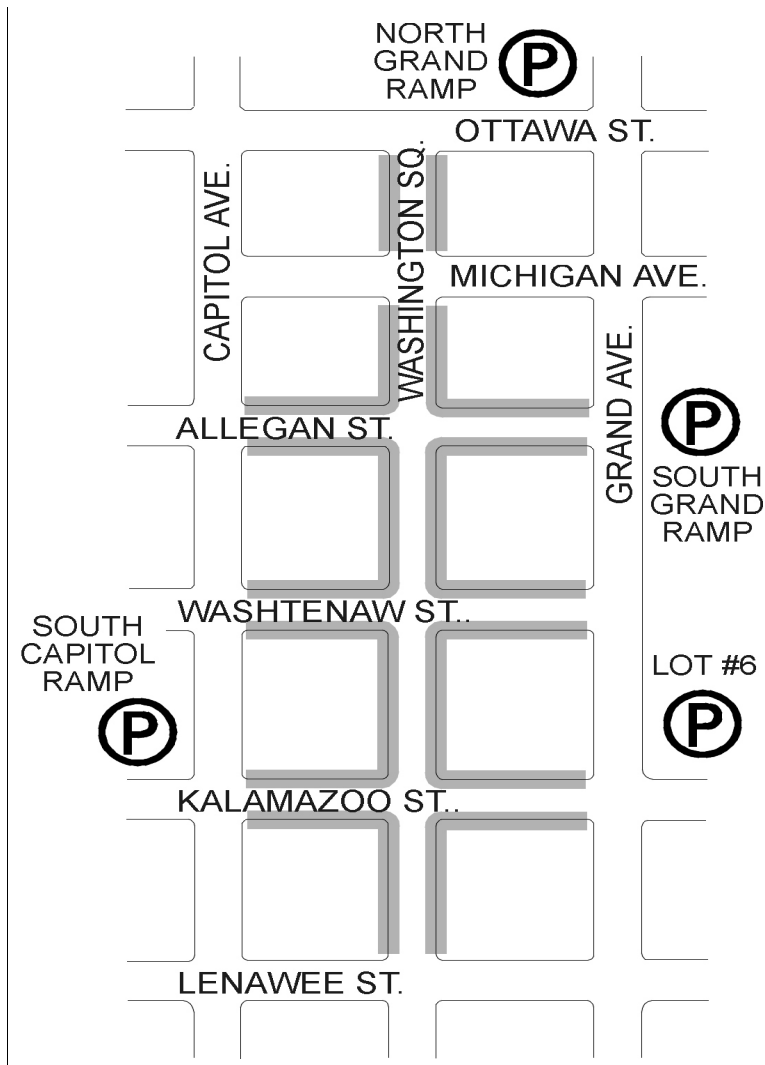




DOWNTOWN RESIDENTIAL PARKING PROGRAM

The downtown residential parking program, administered by the City of Lansing's Transportation and Parking Office, is intended to help alleviate parking challenges that may be faced by residents of loft apartments in the downtown Washington Mall area. This program helps overcome these challenges by providing both short-term and long-term parking options to the program participants.

Residential Service Area



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- Participants must provide a copy of the current lease documenting residency in the service area.
- Participants must also provide a contact name and phone number for the landlord.
- Participants must observe all parking regulations and City ordinances.
- A non-refundable replacement fee is charged for lost, damaged, broken or stolen hang tags.
- The residential hang tag specifies the license plate number pertaining to the vehicle for which the hang tag was issued. The hang tag may not be moved from vehicle to vehicle. Residential parking hang tags must be displayed at all times while using City parking areas.
- Residential parking permits will expire when the loft/apartment lease expires. Residential permits may be renewed by providing a copy of the lease renewal with the new lease expiration date.

Long-term Monthly Permit Options:

Discounted monthly permit parking is offered in City parking facilities. Tenants occupying one loft/apartment, may be given the following discounts: the 1st monthly permit purchased is given a 50% discount off the full monthly parking permit cost and the 2nd monthly permit purchased is given a 75% discount off the full monthly parking permit cost. Any permit purchased beyond the first two permits, per dwelling unit, will be charged the full monthly permit rate. If one of two monthly permits is canceled, the discount rate on the active permit will be adjusted to the one permit 50% discount rate.

- The monthly parking permit grants parking privileges in the designated permit area at all times, with the exception of roof permits and Lot 6 permits. Due to snow removal needs, from November 1 through May 1, vehicles cannot be stored in the roof areas and in the lot overnight. These vehicles must be parked overnight in the hourly area in a parking ramp (following the instructions within the "Short-term Options" section of these guidelines).
- A \$10.00 deposit is required on each proximity (access) card for each monthly permit purchased. This deposit may be refunded when the card is returned.
- Security of the proximity card and hang tag is the responsibility of the permit

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holder. A \$10.00 replacement fee is charged for a lost, broken, damaged, or stolen card. A \$25.00 non-refundable replacement fee is charged in gated facilities for a lost, damaged, broken, or stolen hang tag permit.

- Residential parking permits will expire when the loft/apartment lease expires. Permits may be renewed by providing a copy of the lease renewal with the new lease expiration date.
- Parkers must observe all posted or publicized regulations pertaining to the parking facility and terms of the residential parking agreement while parking in the City facilities.
- Monthly parking permit payments should be received by the Transportation and Parking Office by the first day of the month for which parking is desired. Delinquent payments may jeopardize parking privileges.
- Payment coupons will be provided and **MUST** be submitted with payment to assure proper credit to your account.
- If permit holders wish to change their parking location or withdraw from the residential parking program, the hang tag permit and proximity card **MUST** be returned to the Transportation and Parking Office, located at 219 North Grand Avenue. We suggest the permit and proximity card be returned in person or by registered mail.
- **It is important to understand that as long as the hang tag permit and proximity card are outstanding, monthly charges will accrue and are the responsibility of the registered monthly parker.**
- The City offers monthly parking as it is available and reserves the right to cancel it upon 30 days notice or sooner in the event of nonpayment.

Short-term Options:

Hourly parking fees will be waived on the weekends, and Monday through Friday between 4:00 p.m. and 8:00 a.m., for residential parkers displaying a residential hang tag. If the attendant is still on duty when exiting the facility, providing him/her with the time ticket that was obtained upon entry and showing the **residential parking permit** will allow for waiver of the hourly parking fee. If a residential monthly permit parker utilizes the hourly parking areas during the times specified above, he/she must NOT use a proximity card to gain access to the ramp. The participant needs to pull a time ticket from the machine. This time ticket is needed when the attendant is on duty and the ramp is in operation as it provides the attendant with the entry time. Also, monthly proximity cards must be used in a specific sequence based upon the monthly permit location. When a card is used to simply enter or exit the ramp and the appropriate sequence is not followed, the card becomes inactive and will not work until it is reset by

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the Transportation and Parking Office staff. If a resident in the downtown service area does not have a parking hang tag or residential monthly parking permit, he/she will be responsible for payment of the hourly parking fee.

- Residential parking permits must be displayed at all times while using City parking areas. The residential parking permit hang tag specifies the license plate number of the vehicle for which the hang tag was issued so the permit may not be moved from vehicle to vehicle.
- Residential permit customers **WILL** be charged regular hourly parking rates for time parked in the hourly areas between 8:00 a.m. - 4:00 p.m. Monday through Friday.
- Designated residential loading zones will be allocated based on a proven demand and located to maximize convenience to the largest number of participants. These areas will allow on street parking for up to 30 minutes and are designed to accommodate the resident's short-term parking needs such as delivering groceries. The residential parking permit must be displayed when utilizing these areas.
- You are responsible for feeding the meters and observing posted time zones between 8:00 a.m. and 6:00 p.m. Monday thru Friday if you choose to park your vehicle on the street, other than within the 30 minute loading zone.

Hours of Parking Operation

- Parking meters are enforced from 8:00 a.m. until 6:00 p.m.
- Daily operation of the attended parking ramps are from 8:00 a.m. until 10:00 p.m.
- Special event parking is based upon the times of the event. The facilities utilized are also based upon the event size.
- Baseball parking is based upon the date and time of the stadium events.
- Monthly parking permits in the parking ramps guarantee a space 24 hours a day, seven days a week.
- Monthly parking permits in permit lots generally are explained in the parking agreement.

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Agreement

The tenant is responsible for the security of the monthly parking hang tag and proximity card and for returning these parking supplies to the Transportation and Parking Office upon moving or termination of the lease. If the tenant does not return the parking supplies, the tenant will be responsible for the payment from the date of the termination of the lease or from the date that the tenant moved out of the service area.

Tenant - Long-term Parking

I, the undersigned, have read and understand the guidelines, procedures, and regulations of the downtown residential monthly parking permit program. As the tenant signing this agreement, I understand that I am responsible for the security of the monthly permit hang tag and proximity card and the payments of the residential permit until the permit and proximity card are returned.

Tenant Signature

Tenant Name (printed)

Date

Tenant Address:

Tenant Daytime Phone:

Tenant Evening Phone:

Permit Number:

Prox Card Number:

R.P. #

Landlord

I, the undersigned, have read and understand the guidelines, procedures and regulations of the downtown residential parking program. As the landlord signing this agreement, I understand that I am responsible for the payments of the residential permit until the permit and proximity card are returned.

Landlord Signature

Landlord Name (printed)

Date

Landlord Address:

Landlord Phone:

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Tenant - Short-term Parking

I, the undersigned, have read and understand the guidelines, procedures, and regulations of the downtown residential parking program. As the tenant signing this agreement, I understand that I am responsible for the security of the residential parking hang tag. I further understand that any parking privileges provided with this residential parking hang tag expire upon the expiration of my lease and/or if I move out of the service area.

Tenant Signature

Tenant Name (printed)

Date

Tenant Address:

Tenant Daytime Phone:

Tenant Evening Phone:

Residential Permit Number:

R.P. #