

Ordinance 404.13 for Annual and Temporary Permit for overnight street Parking

Permits will be issued by the office of the Parking Manager working with the Public Service Department to facilitate temporary suspension of permits to accommodate parking during snow removal, emergencies, or construction.

Application will include:

Names of the owner or operator of motor vehicle

Primary residential address of owner or operator of motor vehicle

Email address & cell phone number and/or landline phone number to be used for contact in case of temporary suspension for snow removal, emergencies, or construction

Motor vehicle's make, model, vehicle identification number & license plate registration number

Explanation by the applicant for the need to park on a residential street to park between the hours of 2am to 5am.

Executed lease or reasonable proof evidencing that of the applicant's primary residence

Current valid registration for the motor vehicles

ANNUAL PERMIT

Only valid for the motor vehicle issued.

Must be displayed in a way approved by the Parking Manager

Annual fee will be set by Council by resolution for the period of July 1st to June 30th

No more than one annual permit may be granted for residential address. (The Public Safety Committee felt this section is very important due to the limited parking spaces on a street and no one household should be able to monopolize all the spaces that are available).

TEMPORARY PERMIT for a period of 72 hours

Issued by the office of the Parking Manager.

Applied for by the resident where the permit will be used

No more that four temporary permits may be granted to a resident sponsor per twelve-month period. (The Public Safety Committee felt this section again with the limited parking spaces on a street there needs to be limited number of temporary periods as not to limit annual permits holder a space.)

Permit may used only by the permit holder to whom it is issued or in case of a temporary permit by the sponsored used.

NO PERMITS SHALL BE ISSUED OR USED FOR RECREATIONAL VEHICLES, MOBILE HOMES, TRAILERS, BOATS OR MOTOR CHEICLES WITH MORE THAN TWO AXLES.

PERMIT HOLDER IS NOT GUARANTEE OR RESERVED A STREET PARKING SPACE.

PERMIT DOES NOT EXEMPT HOLDER FROM OBSERVANCE OF ANY PARKING OR TRAFFIC REGULATIONS

CITY MAY TEMPORARILY SUSPEND PERMITS FOR SNOW REMOVAL, EMERGENCIES OR CONSTRUCTION PURPOSES.

ENFORCEMENT WILL BE THE RESPONSIBILITY OF THE PARKING ENFORCMENT OFFICE. THERE WILL A PARKING ENFORCEMENT OFFICE ASSIGNED EVENING HOURS IN ORDER TO ENFORCE THE ORDINANCE.

1 PARKING DURING SNOW REMOVAL, EMERGENCIES, OR CONSTRUCTION
2 PURPOSES.

3 (B) APPLICATION

4 A PERSON REQUESTING AN OVERNIGHT STREET PARKING PERMIT FOR A MOTOR
5 VEHICLE SHALL FIRST FULLY AND ACCURATELY PROVIDE A COMPLETED CITY
6 APPLICATION FORM AND, UPON REQUEST, SUPPLY THE CITY WITH SUPPORTING
7 SUPPLEMENTAL DOCUMENTATION. THE APPLICATION FORM SHALL REQUIRE AT
8 A MINIMUM THE FOLLOWING INFORMATION:

- 9 1. THE NAME OF THE OWNER OR OPERATOR OF THE MOTOR VEHICLE
10 TO BE PERMITTED;
- 11 2. THE PRIMARY RESIDENTIAL ADDRESS OF THE OWNER OR OPERATOR
12 OF THE MOTOR VEHICLE;
- 13 3. THE EMAIL ADDRESS AND CELL PHONE NUMBER AND/OR LAND LINE
14 PHONE NUMBER OF THE OWNER OR OPERATOR OF THE MOTOR
15 VEHICLE TO BE USED FOR CONTACT IN CASE OF TEMPORARY
16 SUSPENSION FOR SNOW REMOVAL, EMERGENCIES, OR
17 CONSTRUCTION PURPOSES;
- 18 4. THE MOTOR VEHICLE'S MAKE, MODEL, VEHICLE IDENTIFICATION
19 NUMBER, AND LICENSE PLATE REGISTRATION NUMBER;
- 20 5. AN EXPLANATION BY THE APPLICANT OF THE NEED TO PARK ON A
21 RESIDENTIAL STREET WITHIN THE CITY OF LANSING BETWEEN THE
22 HOURS OF 2 A.M. AND 5 A.M.

1 SUPPORTING SUPPLEMENTAL DOCUMENTATION INCLUDES, BUT IS NOT LIMITED
2 TO:

3 1. AN EXECUTED LEASE OR OTHER REASONABLE PROOF EVIDENCING
4 THAT THE PERMIT APPLICANT'S PRIMARY RESIDENCE DWELLING
5 UNIT OR ADDRESS IS WITHIN THE CITY OF LANSING.

6 2. THE CURRENT, VALID REGISTRATION FOR THE MOTOR VEHICLE FOR
7 WHICH THE PERMIT IS BEING APPLIED;

8 a. IF THE APPLICANT FOR AN OVERNIGHT STREET PARKING
9 PERMIT IS THE OWNER OF THE VEHICLE SOUGHT TO BE
10 REGISTERED AND HIS/HER PERMANENT RESIDENCE IS AT THE
11 ADDRESS FOR WHICH THE PERMIT IS SOUGHT, THEN SAID
12 VEHICLE SHALL BE REGISTERED AT THE PERMANENT
13 ADDRESS AND SHALL HAVE VALID STATE OF MICHIGAN
14 MOTOR VEHICLE PLATES; OR

15 b. IF THE APPLICANT FOR AN OVERNIGHT STREET PARKING
16 PERMIT HAS HIS/HER PERMANENT RESIDENCE AT THE
17 ADDRESS FOR WHICH THE PERMIT IS SOUGHT BUT THE
18 VEHICLE UNDER HIS/HER CONTROL INDICATES ANOTHER
19 ADDRESS OF RESIDENCE FOR THE OWNER OF SAID VEHICLE,
20 THE APPLICANT SHALL BE REQUIRED TO CERTIFY THAT SAID
21 VEHICLE IS KEPT BY THE APPLICANT AND ONLY AT THE
22 ADDRESS FOR WHICH THE PERMIT IS REQUESTED AND THAT IT

1 WILL NOT BE KEPT AT ANY OTHER LOCATION FOR THE
2 DURATION OF THE PERMIT'S VALIDITY.

3 THE PARKING MANAGER IS NOT REQUIRED TO GRANT A PERMIT TO ANY
4 APPLICANT.

5 (C) ANNUAL PERMIT

6 THE ISSUANCE OF AN ANNUAL OVERNIGHT STREET PARKING PERMIT IS SUBJECT
7 TO ALL THE FOLLOWING REQUIREMENTS:

8 1. THE ANNUAL PERMIT IS VALID ONLY FOR THE MOTOR VEHICLE FOR
9 WHICH IT IS ISSUED;

10 2. THE ANNUAL PERMIT SHALL DISPLAY THE MOTOR VEHICLE'S
11 LICENSE PLATE NUMBER AND EXPIRATION DATE;

12 3. THE ANNUAL PERMIT SHALL BE IN A PHYSICAL FORMAT APPROVED
13 BY THE PARKING MANAGER, THAT IS NOT A HANGTAG AND IS NOT
14 EASILY REMOVED, AND MUST BE AFFIXED IN A VISIBLE PLACE ON
15 THE PERMITTED MOTOR VEHICLE AS SPECIFIED BY THE PARKING
16 MANAGER AT THE TIME THE PERMIT IS GRANTED;

17 4. THE ANNUAL PERMIT IS VALID ONLY WHEN VISIBLY AND PROPERLY
18 DISPLAYED ON THE VEHICLE;

19 5. THE ANNUAL FEE FOR ANY ANNUAL PERMITS SHALL BE SET BY
20 RESOLUTION OF COUNCIL, AND SHALL BE FOR THE PERIOD OF JULY
21 1, UNTIL JUNE 30 OF THE NEXT YEAR;

22 6. AN ANNUAL PERMIT IS ONLY VALID FOR AS LONG AS THE OWNER OR
23 OPERATOR OF THE PERMITTED MOTOR VEHICLE CONTINUES TO

1 HAVE AS HIS OR HER PRIMARY RESIDENCE AN ADDRESS THAT IS
2 WITHIN THE CITY OF LANSING;

3 7. THE ANNUAL FEE SHALL BE PAID AT THE BEGINNING OF THE PERMIT
4 YEAR OR WHEN THE APPLICATION IS GRANTED, EXCEPT THAT A
5 PAYMENT PLAN MAY BE SET UP AT THE DISCRETION OF THE
6 PARKING MANAGER;

7 8. A REPLACEMENT ANNUAL PERMIT MAY BE ISSUED ONLY IF ALL OR
8 PART OF THE ORIGINAL PERMIT IS PRODUCED AT THE TIME THAT A
9 REPLACEMENT PERMIT IS APPLIED FOR, OR IF PROOF OF THEFT OF
10 THE VEHICLE IS DEMONSTRATED TO THE SATISFACTION OF THE
11 PARKING MANAGER;

12 9. THE FEE FOR ANY REPLACEMENT ANNUAL PERMIT SHALL BE SET BY
13 RESOLUTION OF CITY COUNCIL.

14 10. NO MORE THAN ONE ANNUAL PERMIT MAY BE GRANTED PER
15 RESIDENTIAL ADDRESS AT ANY GIVEN TIME.

16 (D) TEMPORARY PERMIT

17 TEMPORARY OVERNIGHT STREET PARKING PERMITS MAY BE ISSUED BY THE
18 OFFICE OF THE PARKING MANAGER. TEMPORARY PERMITS FOR PERSONS WHO DO
19 NOT LIVE IN THE CITY OF LANSING, AND THEIR VEHICLES, MUST BE APPLIED FOR
20 BY AN APPLICANT WITHIN THE CITY OF LANSING WHO IS WILLING TO SPONSOR
21 THE PERSON WHO WILL USE THE TEMPORARY PERMIT. THE ISSUANCE OF A
22 TEMPORARY OVERNIGHT STREET PARKING PERMIT IS SUBJECT TO ALL THE
23 FOLLOWING REQUIREMENTS:

- 1 1. THE TEMPORARY PERMIT IS VALID ONLY FOR A PERIOD OF 72 HOURS;
- 2 2. THE TEMPORARY PERMIT SHALL DISPLAY THE ADDRESS OF THE
- 3 APPLICANT AS WELL AS THE START DATE AND END DATE OF THE 72
- 4 HOUR PERIOD;
- 5 3. THE TEMPORARY PERMIT SHALL BE A HANGTAG WITH ALL
- 6 RELEVANT INFORMATION FILLED IN PRIOR TO ITS ISSUANCE AND
- 7 MUST BE HUNG FROM THE REAR VIEW MIRROR OF THE VEHICLE;
- 8 4. THE TEMPORARY PERMIT IS VALID ONLY WHEN VISIBLY AND
- 9 PROPERLY DISPLAYED ON THE VEHICLE,;
- 10 5. THE FEE FOR ANY TEMPORARY PERMITS SHALL BE SET BY
- 11 RESOLUTION OF COUNCIL, AND MUST BE PAID PRIOR TO ISSUANCE
- 12 OF THE TEMPORARY PERMIT.
- 13 6. AT ANY GIVEN TIME, NO MORE THAN 4 TEMPORARY PERMITS MAY
- 14 BE GRANTED TO A RESIDENT SPONSOR PER TWELVE MONTH PERIOD.

15 (E) CONDITIONS ON THE PERMIT AND PERMIT HOLDER

16 THE USE AND VALIDITY OF AN ANNUAL OR TEMPORARY OVERNIGHT STREET
17 PARKING PERMIT IS SUBJECT TO ALL THE FOLLOWING CONDITIONS:

- 18 1. A PERMIT MAY BE USED ONLY BY THE PERMIT HOLDER TO WHOM IT
- 19 IS ISSUED, OR IN THE CASE OF A TEMPORARY PERMIT, BY THE
- 20 SPONSORED USER;
- 21 2. A PERMIT SHALL NOT BE ISSUED FOR RECREATIONAL VEHICLES,
- 22 MOBILE HOMES, TRAILERS, BOATS, OR MOTOR VEHICLES WITH MORE
- 23 THAN TWO AXLES;

- 1 3. A PERMIT SHALL NOT GUARANTEE OR RESERVE TO THE HOLDER A
2 STREET PARKING SPACE;
- 3 4. A PERMIT SHALL NOT EXEMPT THE HOLDER FROM THE OBSERVANCE
4 OF ANY PARKING OR TRAFFIC REGULATION OR ORDINANCE, OTHER
5 THAN THE 2:00 A.M. TO 5:00 A.M. PARKING PROHIBITION IN SECTION
6 404.01(J) OF THIS CODE;
- 7 5. THE CITY MAY TEMPORARILY SUSPEND PERMITS FOR SNOW
8 REMOVAL, EMERGENCIES, OR CONSTRUCTION PURPOSES;
- 9 6. A PERMIT SHALL BE COMPLETELY REMOVED FROM A VEHICLE UPON
10 ITS EXPIRATION OR TERMINATION;
- 11 7. IN THE EVENT A VALID ANNUAL PERMIT HOLDER SELLS, TRANSFERS,
12 OR OTHERWISE DISPOSES OF THE MOTOR VEHICLE FOR WHICH A
13 PERMIT IS GRANTED, THE PERMIT SHALL TERMINATE
14 AUTOMATICALLY;
- 15 8. AN ANNUAL PERMIT HOLDER WHO DESIRES TO TRANSFER THEIR
16 VALID PERMIT TO A DIFFERENT VEHICLE MUST MAKE A
17 SUPPLEMENTAL APPLICATION TO THE PARKING MANAGER
18 INDICATING THE CHANGE IN VEHICLE, AND MUST TURN IN ALL OR A
19 PART OF THE ORIGINAL PERMIT AS PROOF THAT IT HAS BEEN
20 REMOVED FROM THE MOTOR VEHICLE FOR WHICH THE PERMIT WAS
21 PREVIOUSLY GRANTED;

1 9. IF A PERMIT HOLDER COMMITS THREE PARKING VIOLATIONS
2 BETWEEN THE HOURS OF 2:00 A.M. TO 5:00 A.M., THE PERMIT, UPON
3 REVIEW, MAY BE REVOKED BY THE PARKING MANAGER;

4 10. IF A PERMIT HOLDER VIOLATES ANY OF THE CONDITIONS IN THIS
5 SECTION, THE PERMIT SHALL AUTOMATICALLY BECOME VOID AND
6 BE TERMINATED AND REVOKED WITHOUT NOTICE.

7 Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules
8 inconsistent with the provisions hereof are hereby repealed in their entirety and shall be null and
9 void and of no effect.

10 Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid,
11 the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the
12 part so declared to be invalid.

13 Section 4. This ordinance shall take effect on the 30th day after enactment, unless given
14 immediate effect by City Council.