



# PARK Roanoke

P.O. Box 83, Roanoke, VA 24002  
117 Church Ave., SW, Roanoke, VA 24011  
(540) 343-0585 · (540) 342-6447 FAX  
Email: parking@parkroanoke.com  
www.PARKRoanoke.com

## RESIDENTIAL ON-STREET PARKING DECAL AND PERMIT APPLICATION & AGREEMENT

Start Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Parker's Name (If different from above name): \_\_\_\_\_

Vehicle Make/Model/Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle Make/Model/Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

### PLEASE READ & INITIAL THE FOLLOWING TERMS, QUALIFICATIONS & CONDITIONS CAREFULLY

- \_\_\_\_\_ All decals expire on May 31<sup>st</sup> of each year. It is the permit holder's responsibility to remove all expired decal(s) from the vehicle(s).
- \_\_\_\_\_ Decals must be displayed on the left passenger window behind the driver in the lower left corner.
- \_\_\_\_\_ A \$5.00 fee is charged for each decal. There are no refunds for damaged or lost decals. The fee is not prorated.
- \_\_\_\_\_ Vehicles may only be parked at designated signs "DT-1" or "RC-1" or any other residential parking sign so designated by the City of Roanoke and must abide by the time limits posted. Failure to abide by the time limits may result in parking fines or other penalties.
- \_\_\_\_\_ Applicants must provide a copy of a lease, utility bill, or some other proof of ownership, in their name showing residence in the designated area. For downtown residents, the applicant must show proof of being located in the Downtown Service District. Further, applicants must provide a current motor vehicle registration and a valid driver's license displaying residence within the district or defined residential area.
- \_\_\_\_\_ Credit is not allowed and charges are not prorated for vacations, illnesses, early cancellations or other contingencies.
- \_\_\_\_\_ Decals are non-transferrable to another parker, resident or company.
- \_\_\_\_\_ PARK Roanoke reserves the right to terminate this permit immediately for good and just cause and without incurring liability of any type to the undersigned parker.
- \_\_\_\_\_ PARK Roanoke, City of Roanoke, and Lancor Parking LLC, and their employees, agents, and representatives are not and shall not be responsible for any theft or damage to individuals, vehicles or property while in any garage or on any lot or on any street. No bailment of any type is hereby created. To reduce the chance of theft or damage, please place your personal items out of sight, lock your doors, and avoid parking in garages and/or lots alone after normal business hours. All parkers park at their own risk at all times and assume the risk of any injuries and damages.
- \_\_\_\_\_ The City Manager may take such further actions and/or adopt policies and procedures to implement, administer, and enforce this Agreement. The undersigned parker agrees to comply with any such policies and procedures, a copy of which will be provided to the undersigned parker by regular mail or by email.

\_\_\_\_\_ The undersigned agrees to comply with these policies and procedures and hereby acknowledges receipt of a copy of the Residential Parking Permit policies.

**I CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE TERMS, QUALIFICATIONS AND CONDITIONS ABOVE AND TO PAY THE POSTED RATE. I HAVE BEEN GIVEN THE OPPORTUNITY TO ASK QUESTIONS AND TO HAVE THEM ANSWERED BY A PARK ROANOKE REPRESENTATIVE.**

Accountholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parker's Signature (If different from above): \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed or Received by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
DATE: _____	PROCESSED BY: _____
_____ VEHICLE REGISTRATION	_____ RECEIPT NUMBER
_____ DRIVER'S LICENSE	_____ DECAL NUMBER
PROOF OF RESIDENCY SUBMITTED _____	
_____	