



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

Rev. 12.19.19

RESIDENTIAL MONTHLY PARKING PERMIT APPLICATION & AGREEMENT

Start Date: _____

Accountholder's Name: _____ Social Security Number _____

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: _____

Employer: _____ Employer Telephone: _____

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

1. _____ For the purposes of this application and agreement, in order to apply for the City of Roanoke's Residential Parking Rate, a resident must live in the Central Business District (CBD) as defined in Section 20-77 et. seq. of the Code of the City of Roanoke. For the purposes of this application and agreement, the terms parker, applicant, resident, and accountholder are interchangeable and have the same meaning.
2. _____ Only qualified residents of the CBD may apply for a maximum of two (2) permits, per dwelling unit. Such permit(s) may be for any of the City of Roanoke's owned and/or controlled parking garages and lots operated by PARK Roanoke. Such permit(s) shall only be for an unreserved parking permit on a month-to-month basis at the rate mandated by Roanoke City Council in the parking garage or lot for which it is purchased.
3. _____ Application for each garage or lot is subject to availability and it is at PARK Roanoke's sole determination whether such permits are available for the requested garage or lot. If PARK Roanoke determines that permits are not available for a particular garage or lot location, then no permits will be issued for that garage or lot.
4. _____ Each resident must provide a lease, deed or tax document supporting that the dwelling unit is their residence. All documents are subject to verification and may be requested every six months after a resident's parking account has been established, and/or one (1) month prior to documentation expiration when applicable.
5. _____ Each resident must provide proof of occupancy, including but not limited to: a valid driver's license, voter registration card, telephone bill, electric bill and or cable bill in the resident's name at the dwelling unit from which they are applying. Proof may be requested every six (6) months after a resident's parking account has been established.
6. _____ Each resident must provide a valid vehicle registration in the name of the resident and/or permanent occupant residing at the same address as the resident. If a resident does not own the vehicle, they must provide a notarized written statement from the vehicle's owner stating that the resident is authorized to use the vehicle. In such cases where one (1) resident is applying for two permits.
7. _____ If a resident, has a parking permit (reserved or unreserved) which is provided without charge or at a discount to such resident under another City of Roanoke sponsored and/or supported program or agreement, such resident will not be eligible to receive the Residential Parking Rate.
8. _____ Previously qualified residents and new applicants shall be subject to all the terms and conditions in this PARK Roanoke Residential Monthly Parking Permit Agreement.
9. _____ Payments are due and must be received by the 5th of every month. Accounts for which PARK Roanoke receives payment after the 5th of the month will be subject to a \$10.00 late fee per permit or access key card. Failure to pay by the 15th of the month will cause key cards to be deactivated and a reactivation fee of \$15.00 will apply. Checks returned for insufficient funds will be charged a \$35.00 per return item fee, in addition to the \$10.00 late fee.
10. _____ There is a \$10.00 non-refundable key card activation fee charged the first month for each key card at account set-up.

11. _____ If your parking permit or space is no longer needed, notification must be submitted to the PARK Roanoke office, **in writing, by 5 pm on the last business day of the month prior to the first day of the effective month.** If written notice is not received by PARK Roanoke by 5 pm on the last business day of the month, you will be liable for parking charges for the following month. If PARK Roanoke does not receive a written notice to cancel the permit, you will continue to be charged for monthly parking thereafter.
12. _____ Credit is not allowed, and charges are not prorated for vacations, illnesses, early cancellations or other contingencies.
13. _____ Monthly permits are non-transferrable to another parker, resident or company. New parkers may be selected from a waiting list.
14. _____ PARK Roanoke reserves the right to terminate any or all monthly permits and key cards immediately for good and just cause and without incurring liability of any type to the undersigned parker.
15. _____ Rates are subject to change at any time by the posting of rates in the garage or on the lot or other means of notification.
16. _____ Any vehicle parked in a PARK Roanoke garage or lot without a current hangtag displayed on the rear-view mirror facing outward will be subject to towing, ticketing, or booting at the owner's expense without notice. Garages with key card access where hangtags are not issued are exempt from this requirement.
17. _____ There is a \$10.00 non-refundable charge for replacement of any lost, stolen or damaged hangtag or access key card.
18. _____ Only vehicles identified on this application for reserved parking are permitted to park in spaces designated as "reserved parking." All other vehicles parked in reserved spaces are subject to towing, ticketing, or booting at the owner's expense. Reserved parking spaces are valid only from 6:00 a.m. to 6:00 p.m. Monday through Friday, excluding holidays.
19. _____ Reserved space parkers must park in their designated reserved parking space from 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays. All violators are subject to towing, ticketing, or booting at the owner's expense.
20. _____ Unreserved monthly parking spaces are guaranteed to be available only from 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays.
21. _____ Monthly parkers are prohibited from parking in areas designated as "daily parking only." All violators are subject to towing, ticketing, or booting at the owner's expense.
22. _____ Long term storage of vehicles is not permitted in any PARK Roanoke facility without express written permission from PARK Roanoke. Vehicle License Plates and Registration must remain up-to-date at all times. Virginia requires that all vehicles be registered within 30 days. Abandoned vehicles will be towed at the owner's expense. Vehicle maintenance, oil changes, car washing, etc. are expressly prohibited.
23. _____ Each permit is valid for one vehicle in the designated parking garage or lot, at a time. Sharing of access key cards and/or hangtags is strictly prohibited and will result in the suspension and/or revocation of parking privileges.
24. _____ The undersigned parker understands that all PARK Roanoke and City owned garages and lots are "Non-Smoking."
25. _____ 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. 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.
26. _____ The undersigned parker agrees to be responsible for any towing charges for any vehicle covered by or using the parking permit or access key card. Parking privileges are valid for only one space. The undersigned parker further agrees to pay for any ticketing and/or booting charges that may be issued for any vehicles covered by the parking permit or access key card. Vehicles may receive citations for storage, double parking, parking in a reserved space, and parking on a daily level, etc... Vehicles must park within marked spaces and those taking up more than one space may be subject to ticketing. Such ticketing, booting, and/or boot removal charges may be set by the City Manager from time to time.
27. _____ The PARK Roanoke manager shall enforce this Agreement in the City of Roanoke ("City") owned and/or operated parking garages and lots. 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.

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: _____