Residential On-Street Pilot Project
Parking Permit Application

**Please print clearly and complete all fields*:*

I am applying for: Resident Permit ☐ OR Temporary Permit ☐ OR Commercial Permit ☐

RESIDENTIAL $30/month TEMPORARY (7 consecutive days) $12 COMMERCIAL $60/month

All permit amounts listed include taxes

Resident Permit Term: 3 Months ☐ 6 Months ☐ 9 Months ☐

*Last Name:	*First Name:
*Home Address:	
*Street:	
*City/Province:	*Postal Code:
*Home / Cell Phone:	*Work Phone:
*Email address:	

*Vehicle Plate #: *Make:

*Province:

*Registered Owner Yes ☐ No ☐

REQUIRED DOCUMENTATION (please check box to indicate documents attached)

Resident Permit	Temporary Permit
Property Owners (Residential or Commercial)	
☐ Proof of Residency OR Commercial Address Tax/Utility Bill, Driver's License	☐ Proof of Residency OR Commercial Address Tax/Utility Bill, Driver's License
☐ Commercial License (if applicable)	☐ Commercial License (if applicable)
☐ Vehicle Registration OR	☐ Vehicle registration **OR**
☐ Lease or Letter (if vehicle not owned by applicant)	☐ Lease or letter (if vehicle not owned by applicant)
Tenants	
☐ Proof of Residency – Lease/Rental agreement, Driver's License	
☐ Letter from Landlord confirming no access to off-street parking	
☐ Vehicle registration OR	
☐ Lease or letter (if vehicle not owned by applicant)	

FOR OFFICE USE ONLY (BELOW)

Acct #:	Permit #:
Issue Date : / /	Expiry Date: / /
Amount Paid: $	Payment Type:
NO ACCESS TO OFF-STREET PARKING Sworn confirmation: Yes ☐ No ☐ Received by : *Please Initial*	CONFIRM DOCUMENTATION RECEIVED Yes ☐ No ☐ Received by: *Please Initial*

*** Terms & Conditions on reverse must be signed by applicant to be eligible for a permit***

City of Kingston
Residential On-Street Parking Permit - Terms and Conditions

1. The Residential On-Street Parking Pilot Program was initiated July 1, 2009. Currently there is no defined end period but it will be reviewed by City staff by the end of 2013.
2. Applicant must be a resident of the Sydenham District pilot area. *Resident* and *Temporary* permits must be associated with a specific address in the pilot area.
3. Applicant must not have access to off-street parking to be eligible for permit.
4. Permit is issued to the property owner or tenant and must be accompanied by the sworn confirmation declaring that they do not have access to off-street parking on their property.
5. Maximum number of *Resident* permits issued per residential unit is one (1) with a maximum of thre (3) per property.
6. Applicants for *Temporary* permits must provide proof of their host's residency in the pilot area.
7. *Temporary* permits are valid for up to seven (7) consecutive days with a limit of one (1) consecutive renewal.
8. *Resident* and *Temporary* permits must be associated with a specific license plate.
9. All plates registered to valid permits must not have outstanding fines/fees. All outstanding fines/fees must be paid in order to purchase and/or renew a parking permit and to register and/or update plates on permits.
10. Any revisions to licence plates must be done by the property owner or resident, in person or in writing or email.
11. Parking is on a space available basis. There are no reserved parking spaces.
12. One (1) vehicle is allowed to park with the hang tag visible from the rear view mirror in that vehicle. If not, motorist is required to follow signed parking restrictions and/or pay parking fines incurred.
13. All vehicles must be parked within designated parking spaces. Vehicles parked improperly may receive a parking ticket and/or be towed.
14. Permit exempts the permit holder from time of day restrictions (i.e. No Parking 10 a.m. to 11 a.m., 2 p.m. to 3 p.m., or variation thereof) on any street block within the Sydenham District pilot zone.
15. Maximum duration of stay is 72 hours; permit holder is exempt from the existing 12 hour maximum stay parking restriction.
16. Maximum number of resident permits to be issued within the pilot area to equal 50% of available on-street parking supply. Of 265 on-street parking spaces in the pilot area, 133 *Residential* permits will be available for purchase.
17. Maximum number of *Temporary* permits to be issued within the pilot area to equal 50% of available on-street parking supply. Of 265 on-street parking spaces in the pilot area, 133 *Temporary* permits will be available for purchase.
18. Permits will be limited to passenger vehicles (other than recreational vehicles); motorcycles; and trucks of less than one (1) tonne capacity.
19. *Residential* permits will be issued by lottery in the event that applications exceed maximum allowable.
20. *Resident* and *Temporary* permit holder privileges for overnight parking between the hours 1 a.m. and 7 a.m. will be suspended for up to two (2) nights during pilot period, to facilitate the autumn street sweeping program.
21. The *Residential* and *Temporary* permits **do not** exempt the holder from the "*No Parking 1:00 a.m. to 7:00 a.m. Dec. 1 to March 31"* winter overnight parking restriction.
22. Initial payment will be for a 3, 6 or 9 month period and will be processed at the Payment Centre at City Hall. Permit hang tag is issued to eligible residents.
23. Permits can be renewed in a minimum of one (1) month increments.
24. No pro-rating will be allowed for purchase of a permit for less than one (1) month; full month rate will be charged for all permits.

25. There will be no refunds for cancelled permits.
26. Should a hang tag be lost or stolen, the applicant shall be required to pay a $5.00 fee for a replacement permit hang tag.
27. Renewal reminders will be sent to all permit holders with an email address and is a courtesy only. Permits are due for renewal by the end of business on the last day of the 3-month period. If not renewed by this deadline they are eligible for re-sale. Vehicles parked with an invalid permit shall be considered to be parked in violation. Late renewal will not be allowed.
28. The City of Kingston reserves the right to cease parking privileges and may temporarily close parking spaces without notice.
29. The City of Kingston is not responsible for loss or damage to vehicle or contents. LOCK vehicle at all times.
30. Should a permit holder be found to have provided false information in confirming residency or declaring no access to off-street parking, permit may be revoked.
31. For Commercial permits, only commercial businesses that existed in the pilot area at the beginning of the pilot on July 1, 2009 will be eligible for a permit and permit will be made available until the end of the pilot period.
32. One (1) commercial permit will be available per commercial establishment and a maximum of five (5) vehicles can be associated with each commercial permit.
33. All plates listed on a commercial permit must be employees of the commercial establishment and must work out of that location.

I confirm that by making this application I have solemnly sworn to the truth of my statement as to availability of off-street parking. The making of a false statement in this regard shall lead to the termination of any permit I am granted as well as other legal steps as deemed appropriate by the City of Kingston in its sole discretion.

I _____ agree to the above terms and conditions.
(Print name)

_____ _____
Signature Date

About your privacy: City of Kingston's Privacy Statement:" Personal information, as identified by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including name, address, telephone number and electronic email address, is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other legislation. Your personal information will only be used for parking permit registration and to contact you. Questions regarding the collection, use and disclosure of this personal information may be directed to the Corporate Records and Information Officer, City Clerk's Department, 216 Ontario Street, Kingston, Ontario, K7L 2Z3