

# **The Park Plymouth Program**

Operated by the Plymouth Growth & Development Corporation

**17 R Court Street**

**Plymouth, MA 02360**

Phone: (508) 747-5929

Fax: (508) 747-5939

## **POLICY: Permission to Use Public Parking Spaces in Downtown Plymouth, North Plymouth and the Waterfront District**

**Effective Date:** Permit Applications received after June 1, 2010

### **Purpose**

This policy provides the guidelines and requirements for the permitted use by private property owners, developers, contractors and individuals of any of the public parking spaces managed and operated by the Plymouth Growth and Development Corporation (PGDC) and Park Plymouth.

### **Policy Guidelines**

Any private property owner, developer or individual who seeks to utilize parking spaces, during either daytime or night-time hours, in conjunction with construction, reconstruction or alteration of a building, or in conjunction with any other parking or non-parking purpose shall, prior to such utilization, obtain a permit and pay a fee pursuant to the following sections.

Requests to utilize parking space(s) for any of the purposes listed above shall be submitted to the Park Plymouth office at least 72 hours in advance of the date that the utilization is requested. At that time, a completed application must be provided that includes information regarding the applicant(s), the project, the number of spaces to be utilized (including meter numbers where possible), a description of any vehicles, structures or materials to be located in the spaces as well as pre-approvals of the Town Police, Fire and Building Departments for permit requests involving contractors or construction-related activities.

The Park Plymouth Director of Operations is authorized to approve permit applications acting on behalf of the PGDC for the use of up to four (4) parking spaces for up to 21 days. Said permit applications must include sign-offs from the appropriate town departments and conform to all other guidelines and requirements herein.

Any permit application for use of more than four (4) parking spaces or for use of parking spaces in excess of 21 days shall be submitted to the PGDC Board for review and approval at a scheduled meeting of the Board. Even if an application does not meet the stated threshold, the Director of Operations may at his/her discretion bring it before the Board based on concerns regarding its potential impacts.

Any application for use of public parking spaces shall be accompanied by a non-refundable one-time application fee of \$50 (irrespective of the number of spaces or days used). In addition, there shall be a non-refundable daily fee of:

- \$10.00 per metered space and/or time-limited non-metered space for the first day;
- \$25.00 per metered space and/or time-limited non-metered space per day for days 2 through 7,
- \$50.00 per metered space and/or time-limited non-metered space per day for the second 7 days, and
- \$100.00 per metered space and/or time-limited non-metered space per day for the third 7 days and each day thereafter.

For the purpose of this policy, a time-limited non-metered space shall be defined as a non-metered parking space with a regulated time restriction of 4 hours or less.

Any application for use of non-metered parking spaces without regulated time restrictions or regulated time restrictions in excess of 4 hours shall pay only the \$50 non-refundable application fee plus any administrative costs as determined by the Director of Operations or PGDC Board.

The granting of a permit pursuant to this policy may be made subject to certain conditions (i.e. police detail, reflectorized barricades, lighting, insurance requirements, etc.) that are deemed appropriate to protect the health and safety of the general public in the opinion of the granting authority with the recommendation of appropriate Town Departments.

Surrounding businesses and/or residence(s) will be notified by the applicant when parking space has been approved by either the Park Plymouth Director of Operations or the PGDC Board.

In the event that a permit is not requested in advance of when parking spaces are utilized, an offender will be notified that they must apply for a permit and must pay for days that spaces have already been used as well as for the additional days they intend to use spaces per the above policy. In addition to the \$50 application fee, there will be a penalty fee of \$100 for failure to request a permit in advance of using the parking spaces. Continued non-compliant use of the space after notification will result in the matter being turned over to the Police Department. It is the responsibility of the property owner to ensure that all proper permitting is obtained and all fees are paid.

### **Other Considerations**

Use of parking spaces for publicly or privately sponsored special events may require a Special Event Parking Permit from the Town, in which case they cannot be secured through this permit, although a Use of Space permit and associated fees may also be required by Park Plymouth.

**Board Approval and Revisions Dates**

Approved December 4, 2007  
Revision 1, February 26, 2008  
Revision 2, March 2, 2010  
Revision 3, May 26, 2010

**Application Form**

**PERMIT TO USE PARKING SPACES**