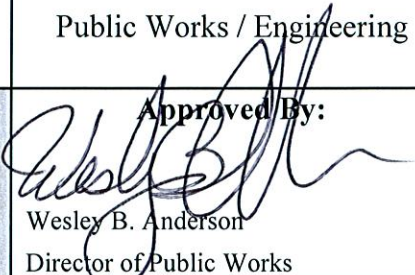




# PARKING REGULATIONS

## City of Greenville

<b>Procedure Title:</b>  <b>Temporary Parking Permits For Controlled Residential Parking Areas</b>	<b>Effective Date:</b> January 14, 2011	
	<b>Version:</b> A <input checked="" type="checkbox"/> Original Version <input type="checkbox"/> Replaces Version Dated:	<b>Issuing Department/ Division</b>  Public Works / Engineering
		<b>Approved By:</b>  Wesley B. Anderson Director of Public Works

### PURPOSE

Temporary parking permits are issued to provide reasonable and necessary accommodations for non-residents to access on-street parking for residential property within the City's controlled residential parking areas.

Controlled residential parking ordinances authorize the Director of Public Works to create a system for issuing temporary parking permits. This procedure establishes that system.

### SCOPE

This procedure applies to only those areas approved by the City Council for controlled residential parking.

### PROCEDURE

This procedure provides instructions to staff to implement the regulatory addition to Section 10-2-244, "Eligibility for permit decal," of the Greenville City Code.

## 1. Eligibility for Temporary Parking Permits:

The following are eligible to receive one (1) temporary parking permit within the City's controlled residential parking areas:

- A ***property owner*** for the purposes of performing repairs, maintenance, or modifications to property located on either side of a street where at least one side of the street has been designated as a controlled residential parking area.
- An ***authorized caregiver or provider*** for the purposes of providing medical or daily living assistance to a resident who resides on either side of a street where at least one side of the street has been designated as a controlled residential parking area.
- A ***licensed contractor or subcontractor*** for the purposes of performing repairs, maintenance, or modifications to buildings and grounds on property located along either side of a street where at least one side of the street has been designated as a controlled residential parking area.
- ***Other individuals*** as determined by the Director of Public Works or designated representative.

The following are eligible to receive two (2) temporary parking permits within the City's controlled residential parking areas:

- A ***guest of a resident*** who resides on either side of a street where at least one side of the street has been designated as a controlled residential parking area. The guest must be an out-of-county resident.

## 2. Verification of Eligibility and Issuance of Temporary Parking Permits:

The revenue collector will verify eligibility for temporary parking permits.

- ***Property Owner*** - The property owner shall appear in person to the revenue collector with written notice stating the nature of the repairs, maintenance, or modifications to be made on the property; and provide property tax records or receipts, deeds or other documentation deemed necessary which establish that the permittee is the owner of the property within the controlled residential parking area.

Upon satisfactory proof of ownership, a temporary parking permit will be issued directly to the property owner.



- ***Authorized Caregiver or provider*** - The resident residing in a controlled residential parking area shall appear before the revenue collector with proof of residency; and provide a medical professional's note stating that care-giving or provider services are necessary, a copy of the caregiver's contract with the resident, and other documentation deemed necessary naming the resident and the caregiver, and showing an address within the controlled residential parking area where care is being provided.

When the resident is physically or mentally incapable of appearing before the revenue collector, the caregiver may submit a required form with a notarized statement from the resident.

Upon satisfactory proof of the need to provide medical or daily living assistance, a temporary parking permit will be issued directly to the resident or authorized representative for use by their authorized caregiver.

- ***Contractor or subcontractor*** - The contractor or subcontractor shall appear before the revenue collector and provide a copy of their contractor's license, construction contract, and other documentation deemed necessary naming the contractor and showing the address within the controlled residential parking area where repairs, maintenance, or modifications are being provided.

Upon satisfactory proof of providing contracting services, a temporary parking permit will be issued directly to the contractor.

- ***Guest*** - The resident residing in a controlled residential parking area shall appear before the revenue collector with proof of residency and written notice identifying the guest and length of time for their stay, and other documentation deemed necessary naming the resident and their guest.

Upon satisfactory proof of need for guest parking privileges, a temporary parking permit will be issued directly to the resident for use by their guests.

Note that no more than two (2) temporary parking permit will be allowed at any one time for an address within the controlled residential parking area for use by guests.

- ***Other individuals*** – The individual shall appear before the revenue collector with proof of identification and other documentation establishing a legitimate need to park in a controlled residential parking area as deemed necessary by the Director of Public Works or designated representative.

### **3. Expiration Dates and Administrative Fees for Temporary Parking Permits:**

Temporary parking permits will be issued in compliance with Section 10-2-245, "Permit Issuance Fee," of the Greenville City Code except that the permits shall expire within the time frames established herein:

- **Property Owner** – Permits shall expire 6 months from the date of issue unless renewed in accordance with these regulations.
- **Caregiver or provider** - Permits shall expire at the end of the period of time needed for services as stated in the medical professional's note or on the service contract expiration date, whichever occurs first. However, in no case shall such permits be valid beyond 60 calendar days unless renewed in accordance with these regulations.
- **Contractor or subcontractor** - Permits shall expire on the scheduled completion date of the work being performed. However, in no case shall such permits be valid beyond 45 calendar days unless renewed in accordance with these regulations.
- **Guest** - Permits shall expire on the last day of the guest's stay as stated in the resident's written notice. However, in no case shall such parking permits be valid beyond 7 calendar days unless renewed in accordance with these regulations.

Temporary parking permits may be renewed subject to eligibility requirements.

Administrative fees for residential parking permits will not be waived for issuance of a temporary parking permit. These fees will be charged for the initial issuance and all subsequent renewals of a temporary parking permit.

### **4. Display of Temporary Parking Permit:**

The temporary parking permit shall be hung from the rearview mirror of the vehicle for which issued as specified on the permit and shall contain the vehicle license/tag number, expiration date, and the identification letter of the controlled residential parking area for which issued.

### **5. Article T. Controlled Residential Parking Areas:**

All other requirements in Article T. Controlled Residential Parking Areas shall remain in effect.



## **COMMENTS**

Section 10-2-244 of the Greenville City Code allows the Director of Public Works to establish regulations for the issuance of temporary controlled residential area parking permits.

Property owners with rental housing property adjacent to a street designated as a controlled residential parking area and contractors hired by property owners need access to property located in controlled residential parking areas to perform repairs and maintenance, which may require they park on the street. This procedure will provide enhanced parking options to property owners actively engaged in maintaining their property; thus, preserving the quality of life for a residential neighborhood.

Elderly, disabled, or handicapped residents living in a controlled residential parking area may require medical or daily living assistance to maintain their quality of life. This procedure will also provide caregivers with additional parking for when providing services to their cliental.

Guests of residents living adjacent to a street designated as a controlled residential parking area may occasionally have need for on-street parking. This procedure will enhance and facilitate parking to ensure that safety, security, and accessibility to on-street parking for guests. The restriction of issuing two (2) permits per address is to ensure guest parking permits are not abused for other purposes and to maintain neighborhood tranquility.

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