

**CITY OF MARYSVILLE HOUSING COMMISSION
VEHICLE OWNERSHIP AND PARKING POLICY**

GENERAL STATEMENT:

In order to manage the limited parking available to the staff and residents of the Marysville Housing Commission (MHC), the MHC has established this policy, requiring vehicles to be registered with the Housing Commission and have a valid parking permit issued by the MHC in order to utilize the parking lots located on the MHC property. Some parking lots may be designated for specific use and will be marked with signage accordingly. Designations may include, but are not limited to, tenant parking, visitor parking, staff parking, handicap parking, no parking, etc. Visitors must park in the designated marked parking lot/spaces.

Any vehicle found parked in the lot without a valid parking permit may be towed.

PERMANENT PERMIT ISSUANCE:

1. Permanent permits are available. A request form must be completed and approved prior to receipt of a permit.
2. Permanent permits will only be issued to household members, for vehicles registered with the MHC.
3. The vehicle registration must be supplied at the time of request for a permit.
4. There is a limit of one permit per household with a current driver's license. If there is a special situation requiring more than one permit per household, the resident must complete a Parking Permit Request form which must be reviewed and approved or disapproved by a Property Manager. These situations will be reviewed on a case-by-case basis considering the reason the permit is required, if spaces are available, and on a first come first serve basis.
5. Permanent permits must be placed "in the **UPPER CORNER** of the **DRIVER'S SIDE**, just below the tinting".
6. Permanent permits can be transferred should vehicles be changed; however residents must complete the request form and submit the information on the new vehicle before being able to park this new vehicle in the lot.
7. Permits must only be installed in the vehicle on record at the Marysville Housing Commission. Vehicles with the wrong permit may be towed at the owner's expense.
8. Permits must be returned when no longer needed or upon move out.

INVALID PERMITS:

1. If a permit is lost or a vehicle sold and the permit is not returned, the old number will be voided and no longer valid – vehicles with invalid numbers will be removed at the owner's expense.
2. Vehicles with expired or voided permits will be removed at the owner's expense.

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3. Permanent permits in the **wrong vehicle** will be removed at the owner's expense. Each permit will be assigned to the make and model of vehicle listed on the registration provided. If a permit is found in the wrong vehicle, that permit will be voided immediately.
4. Permit holders must complete a new request form and submit the new vehicle information in order to transfer a permit when a vehicle is replaced. A new permit will be replaced if the old permit is returned but in poor condition.

VEHICLE REMOVALS (TOWING):

1. Vehicles must be in operating condition. Vehicles that are not operable or have expired plates will have their permits voided and must be removed from the parking lots. If vehicles that are not in operating condition or have expired plates are found in our parking lots, they will be issued a warning, once giving 4 calendar days to correct the situation, and then removed at the owner's expense.