



CITY OF HARRISBURG RESIDENTIAL PARKING PERMIT REGULATIONS

PURPOSE:

1. Beyond the maintenance of the public health and welfare, this program was established to insure primary access to available parking spaces by neighborhood residents.
2. The permit parking areas are only enforced on weekdays, unless otherwise indicated by signs posted within the parking zone area, and only during the hours specified on the signs.

DEFINITIONS:

1. The term “permanent” residential parking permit shall mean a permit that is renewable after the 31st of March of every calendar year. These permits may only be obtainable by “residents”, “commuter residents”, and “proprietors”.
2. The term “temporary” residential parking permit shall mean a permit that is not renewable every calendar month. These permits may be obtained (only by) the permanent permit holder.
3. The term “visitor” residential parking permit shall mean a permit that may be obtained only by “permanent” permit holders for use by visitor’s to their residence. These permits will not be issued to the same license plate.
4. The term “resident” shall mean a person who owns or leases real property within a residential area of the City of Harrisburg, and who maintains either a voting residence or bona fide occupancy at that address. This person shall be entitled to apply for a permanent residential parking permit.
5. The term “commuter resident” shall mean persons who work within the City Of Harrisburg, or who own or lease real property within a residential area and occupy that property during a work week, but maintain a bona fide residence in another community. This person shall be entitled to apply for ONE permanent parking permit.
6. The term “proprietor” shall mean a person who owns or leases real property within a residential area not for the purpose of residency but for the purpose of owning or managing a business enterprise or professional office at that address. The proprietor shall be entitled to apply for ONE permanent parking permit per property within the area.

7. The term “temporary resident” shall mean a person who owns or leases property or is employed to provide services by an owner or lessee or property within a residential area of which he/she is not a resident for the purpose of operating a business or otherwise, but who has occasion to be on said premises for the purpose of performing work or providing services. This person is entitled to apply for ONE temporary parking permit.

REQUIRED IDENTIFICATION:

Upon applications and payment of the applicable fee, a permit shall be issued to the owner or the operator of a motor vehicle, provided that the applicant resides on or is a proprietor of property immediately adjacent to the street, avenue or other locations within the residential permit parking area. In the event that an applicant can not appear in person, a permit is issued in the applicant’s name upon verification of information furnished by an adult individual who appears on behalf of the applicant and acts as his/her agent. The applicant’s agent must provide his or her own personal identification, the applicant’s identification, a form letter issued by the City of Harrisburg. The form letter must be signed by the applicant and it must verify the identity of his/her agent. A separate permit shall be required for each motor vehicle.

1. Residential applicants must provide a current driver’s license and registration showing their residential address, and/or lease/deed when applying for a permit.
2. Commuter applicants must provide wither a deed or current lease showing their residential address (if applicable), or current documentation of employment or school enrollment, as the case may be, along with a current driver’s license and registration information.
3. Proprietor applicants must provide either a property deed or current leases showing the address, along with a current mercantile license and their current driver’s; license and registration.

4. TEMPORARY RESIDENT

A. If property owner or lessee-must provide a deed or current lease showing the residential address, together with current driver’s license and registration.

B. Persons employed by property owner or lessee who provide services at the Premises-notarized statement from the resident employer with includes the Name and address of the employer and employee, the employee’s operator Number and the make, year and registration number of the employee’s vehicle. This permit may be renewed by the employer only.

C. Contractor retained by property owner of lessee within the residential area a current City of Harrisburg building, plumbing, or electrical permit and be able to provide the make, year and registration of the vehicles involved.

PROCEDURES

1. Upon the initial visit to the Parking Enforcement Office, the City will issue a permanent parking permit, if the applicant furnishes the following information to the Parking Enforcement Office, 123 Walnut Street, Room 217, and Harrisburg, Pa.
 - a. The applicant's current driver's license and registration information. If the driver's license and registration information do not reflect his/her current address, the applicant must also provide a copy of his/her property lease or deed which provides the accurate information, The parking office will provide a temporary permit which is valid for (30) days. Only (1) temporary permit will be issued. Therefore, within the 30 days you must produce a driver's license and registration that reflect your current address.
 - b. Payment of thirty dollars (\$30.00) payable in the form of cash, check or a money order.

RESPONSIBILITIES OR PERMIT HOLDERS

1. Falsely representing oneself and/or furnished false information in an application in order to obtain a parking permit constitutes
2. Any permit tee found to be in violation of the Ordinance or Regulations governing the parking permit program will be notified in writing by the Administrator and the permit tee shall surrender the parking permit.
3. The permit **MUST** be visibly placed on either the back of the rear view mirror or attached to a file card and placed on the dash of the vehicle.
4. Possessing a parking permit **DOES NOT** entitle its holder to park illegally. This parking permit does not guarantee parking spaces.
5. Permits are not transferable from one person to another or from one vehicle to another.
6. Any loss of a parking permit must be reported to the Administrator, in **WRITING** within a three (3) day period at 717 255 3141.

FEES

1. The annual residential parking fee shall be thirty dollars (\$30.00) for new applicants, and twenty five dollars (\$25.00) for renewals. The calendar year shall extend from March 31 through April 1 of the next year. For permits issued after the eighth (8th) month of the permit year, the fee shall be ten dollars (\$10.00).
2. If a permanent sticker is misplaced, lost or stolen, the fee for re-issuance of said permit shall be \$10.00.
3. Temporary Residential Parking: First thirty (30) days of temporary parking, the temporary permit is issued free of charge.
4. Temporary Visitors Parking Permits shall be ten dollars (\$10.00) for one day to two weeks. The per-day time period shall be calculated from the date that the permit was obtained, and shall not be calculated by calendar week.
5. Temporary Visitors Parking Permits shall be fifteen dollars (\$15.00) per month. The per-month time period shall be calculated from the date that the permit was obtained, and shall not be calculated by calendar month.
6. Temporary Parking Permits issued to contractors retained by property owners shall be fifteen dollars (\$15.00) per month, or ten dollars (\$10.00) in the permit period is to range only from one (1) to fourteen (14) days. In any case, only permit holders/property owners are permitted to purchase temporary parking permits. The per-day time period shall be calculated from the date that the permit was obtained, and shall not be calculated by calendar week.

EXEMPTIONS

1. All handicapped persons with a handicapped license or placard, and senior citizen, sixty five (65) years of age and over, may obtain a required permit at no charge.
2. Pursuant to Section 3-139.7 (B) of the Codified Ordinances of the City of Harrisburg, residents who display a current residential parking permit in their vehicle's windshield may park at any meter located within their parking zone, at no cost, from 8:AM-9:AM only, with meter fees applying thereafter. However in parking zones with posted extended permit parking hours, extending the residential permit-only parking time(s) beyond 9:00 AM, parking enforcement

officers will not issue tickets for overtime parking at a metered spot within that zone during the posted time(s) designated in those zones.