



Annual Downtown/Off-Site Residential Parking Permit Policy

Effective: May 2019

The Village of Middleville strives to manage, promote and maintain safe, convenient, accessible and attractive parking opportunities to meet the needs of businesses, residents, and visitors within the downtown area.

The policy applies to passenger vehicles parked in the Village of Middleville parking lots in conjunction with downtown/off-site residential uses. Vehicles permitted to park under this policy **must be able to fit completely within a standard size parking space**.

Annual Downtown/Off-Site Parking Permits may be issued to allow parking during the restricted times, in designated Village owned and operated parking lots, when the applicant is able to provide proof of a valid lease within a lower or upper level apartment or dwelling unit, and demonstrate hardship in which they are not able to park on site in which the residence is located. Parking permits will be issued by and at the discretion of the Village Manager per Sec. 66-123 of the Code of Ordinances. The Village Manager shall determine where in the Village parking lots the permit shall apply.

Annual parking permits may be issued for downtown residents' passenger vehicles for the calendar year where it can be reasonably demonstrated that no parking space is available on site, due to the site having an insufficient parking area and/or the inability to enlarge the private parking facility. **A parking permit is valid for the vehicle listed on the application and is non-transferrable.**

Temporary parking permits may be issued by the Village's administrative staff in the case that an extraordinary or special situation exists that will create the inability to use existing parking spaces. The permit will be valid for a time period established by Village staff not to exceed six months from the date issued and is non-renewable.

Each dwelling unit will be eligible for **up to two parking permits** per Sec. 78-663 of the Code of Ordinances. The permit holders will be allowed to park during the overnight hours in assigned Village owned and operated lots from 3:00 a.m. until 6:00 a.m.

By signing the downtown parking permit, the residents and property owners shall coordinate with the Village to assist in the efficient removal of snow from the lots by accommodating the Department of Public Works needs during snow events by moving their vehicles to designated areas in a timely fashion to facilitate snow removal operations. The resident shall also coordinate with the Department of Public Works for any required maintenance, and parking lot improvements to move the vehicle as necessary, as determined by staff. Failure to move vehicle can result in permit forfeiture. If you have an anticipated lengthy absence causing your inability to move your vehicle(s), you must notify the Village in order the make necessary accommodations.

All vehicles must be operable, licensed to operate in Michigan roadways, insured, well maintained, and be moved upon request to allow for routine and special maintenance of the parking lots. Automobile repair occurring within Village owned and operated lots is strictly prohibited per Sec. 78-668 of the Code of Ordinances.

By receiving approval for a permit, the vehicle owner shall receive a tag or sticker. The sticker or tag must be displayed in plain view for Village officials to view at all times. If the tag or sticker is not properly displayed, the Village will enforce the Ordinance accordingly. The Village shall retain the option to provide a verbal and/or written warning to the violating resident.

Staff will be responsible for reviewing the application and approving the issuance of the annual permit.

Permit fees will be reviewed by the Village Council annually and amended from time to time.

Permits may be revoked in the case of non-compliance.