

City of Charleston - Monthly Parking Application

Parking location: _____ Expected date to begin parking? ____/____/____

- _____ 915 Quarrier Street / City Service Center Lower Decks: \$65.00 reserved
- _____ 915 Quarrier Street - Upper Deck (Rooftop): \$45.00 reserved
- _____ 612 Washington Street, East / Park Place Stadium Cinema- \$35.00 general parking
- _____ 503 Virginia Street / Shanklin next to City Hall: Lower Deck: \$65.00 reserved
- _____ 503 Virginia Street / Shanklin next to City Hall: Upper Deck (Rooftop): \$45.00 reserved
- _____ 166 Summers Street: \$80.00 reserved
- _____ Morris Street lot/Smith Street (across from GoMart Park): \$40.00 general parking
- _____ Municipal Auditorium lot: \$40.00 reserved
- _____ Union Building lot (next to Kanawha Blvd.): \$70.00 general parking

The first month's rent and an administration fee of \$10.00 must be paid in advance per space. All rates are set by City ordinance. If applying after the 15th of each month, the first month's rent will be pro-rated for ½ of the monthly rate. For established company accounts, added fees will be invoiced.

Last Name _____

First Name and Middle Initial _____

Employer (for company accounts) _____

Billing Address (not required if there is an already established company account)

Email Address: _____

Contact Number/s Work: _____ Other: _____

Main Vehicle Information:

License Plate # _____ Make: _____

Model: _____ Color: _____

Other vehicles you may drive periodically (if applicable):

License Plate # _____ Make: _____

Model: _____ Color: _____

License Plate # _____ Make: _____

Model: _____ Color: _____

License Plate # _____ Make: _____

Model: _____ Color: _____

Questions:

1. **Do you need accessible parking?** (disabled veteran's license plate, or a state issued handicap placard or license plate) _____ Yes _____ No

2. **(optional) Do you live in a downtown apartment?** _____ Yes _____ No **If yes, where?**

_____ This information will be helpful for special notices.

PLEASE READ AND UNDERSTAND THE FOLLOWING RULES AND PROCEDURES:

1. Reserved spaces are reserved Monday through Friday 7 a.m. to 5 p.m. (except City holidays).
2. Spaces are rented on a month-to-month basis according to rates set by City ordinance.
3. All fees for monthly rentals shall be paid in advance of the first day of the month for that month's services. An administrative (late) fee of \$15.00 will be charged for each unpaid space after the 10th day of each month. Fees may be paid by mail, in person at the City Collector's Office at 915 Quarrier Suite 4, or online (www.charlestonwvpayments.com; online banking fees apply).
4. An administration fee of \$10.00 per space will be required for the replacement of any lost placard, decal, or e-card.
5. Non-payment will result in the revocation of a parking space/s. The Parking Department mails courtesy notices to the permit holder about revocations, but permit holders remain responsible for non-payment. All account balances must be paid in full, and an administrative fee of \$10.00 fee per space must be paid in full to re-activate a revoked parking space or account. If parking privileges are revoked, citations may be issued daily for continuing to park in the space.
6. Transaction fees and/or other bank fees will be added for all returned checks or returned electronic payments.
7. The City has the right to offer **special event parking** at any City-operated lot or parking garage at its discretion. Additional event rates will apply to all parking customers outside of the regular operating hours of Monday-Friday 7am to 5pm. (not including holidays). All customers parking during the event parking will be required to pay the event parking fee.
8. The permit holder must notify the City of Charleston Parking Department **in writing** to cancel this parking agreement and shall return the City's parking placard/e-card/or decal at the time of closure. Invoices including administrative (late) fees will accrue on all unpaid account balances.
9. This agreement allows the permit holder to park one vehicle at their own risk in the assigned parking garage, or surface lot from 7am to 5pm Monday through Friday (except City holidays).
10. For reserved spaces or areas, the permit holder agrees to visibly display the assigned parking placard from the rear-view mirror or on the dash of their vehicle while parking in the assigned parking space. The placard must be clearly displayed with the assigned parking location and space number (if applicable) facing out.
11. Blocking access to stairs, elevators, traffic lanes, entrances and exits is prohibited.
12. Swapping spaces and/or placards among permit holders is prohibited.
13. The City of Charleston uses video surveillance.
14. **LOCK YOUR VEHICLE.** The City of Charleston is not responsible for damage to, theft of, or theft from, any vehicle.
15. The permit holder is required to notify the Parking Department about any changes to the information on this application including name, address, and/or vehicle information.
16. **If there is an emergency in the parking location or if you need to file a police report, please call 9-1-1.** If there are other problems in the parking garage, please call the Parking Operation Center at 304-348-8158 between 8 a.m. and 5 p.m.

I AGREE TO ABIDE BY AND BE BOUND BY THE FOLLOWING GENERAL CONDITIONS:

Structures: The permit holder shall not place or construct upon, over or under the property any installation or structure of any kind or character, except such as are specifically authorized herein.

Laws and Ordinances: Permit holders shall comply with all State, municipal and local laws, rules, orders, and regulations.

Operations: The permit holder shall confine activities on the property strictly to those necessary to park. The permit holder shall refrain from marring or impairing the appearance of City property, obstructing access thereto, interfering with the business of the City of Charleston and the convenience of the public to park, and will not jeopardize the safety of persons or property, or cause any nuisance on the property.

Future Requirements: The permit holder shall promptly comply with changes to rules, regulations or requirements as the City of Charleston may hereinafter prescribe. The City maintains the right to block any or all parking spaces as necessary for garage or surface lot upgrades or repairs at any time and for any length of time necessary. The City maintains the right to make changes to the location of a reserved parking space due to vehicle size, operational changes, repairs, or any other reason.

Attempted Variations: There shall be no variation or departure from the terms of this agreement without the consent of the City of Charleston.

The permit holder agrees to abide by and be bound by the rules, procedures and general conditions contained herein. Failure to abide by any of these rules, procedures, and/or conditions shall subject the holder to immediate termination of this agreement by the City. I understand the City of Charleston has the right to enforce all ordinances which may include revocation of this agreement, issuance of a parking citation, immobilization and/or towing of vehicles.

Signature

Date

Comments or Requests: (based on availability)

For Office Use:

Received:

Notes:

Processed by: _____

Card Number: _____

Assigned parking space #: _____