

PERMIT PARKING APPLICATION

TERMS

The minimum rental term is from January 1st to December 31st, known hereafter as “TERM” (fee will not be prorated). A parking permit will be issued by the Littleton Police Department for the time period paid for. All permit fees must be paid for in advance for the time period purchased, unless other arrangements are made. All renewing permits shall pay the permit fee with a new expiration date. **Under no conditions will a permit be transferred or leased to another party without prior authorization from Littleton Police Department. This Permit is Non-Refundable.**

MUNICIPAL LOTS A-F and 120 MAIN ST (Community House Parking Lot):

A fee of \$50.00 per term will be charged annually. Should a permit be lost or damaged or you get a new vehicle, replacement permits will be \$10. There will be a \$10 charge for a visitor pass per night. The lessee may park a registered vehicle overnight from 12am (midnight) to 5am, daily, 7 days a week; subject to snow removal, maintenance and other conditions specified in this agreement and/or the Town of Littleton Traffic Regulations Ordinance.

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REQUIREMENTS

In order to be issued a permit, an application must be filled out. This application shall include the applicant’s name, address, telephone number, Email, as well as the vehicle information.

Under no conditions will a permit be transferred or leased to another party without prior authorization from Littleton Police Department. This Permit is Non-Refundable.

Valid permit holders agree to hold the Town of Littleton harmless for any damage, accident or injury occurring to persons or property on the premises (a municipally owned, leased or maintained parking lot).

All vehicles parked in **Municipal Permit Parking Lots** are subject to a **\$25** Overnight Parking fine and being towed at the owner’s expense **if they do not possess/ display a valid Parking Permit.**

Valid permit holders may also be towed at their expense if their vehicle is hindering snow removal or other lot maintenance or repair, is unregistered, uninspected or leaking hazardous material. In this event, reasonable efforts will be made by the Littleton Police Department to contact registered owners prior to towing.

Permit holders shall not store, dump or allow to be stored any toxic materials, waste or substance and shall make all reasonable steps to prevent such. Permit holders shall not use leased spaces for anything but the parking of legally registered motor vehicles as defined by NH Statute.

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Permit holders shall comply with Section 6 “Parking Meters”, IX of the Littleton Traffic Ordinance and ensure that the vehicle(s) parked using the assigned permit(s) are parked in such a fashion that they do not interfere with any entrance or exits, rights of way of the parking lot, do not occupy or cover more parking area space than is reasonably needed to park a passenger vehicle, damage any other vehicle or property or prevent the free movement of any other vehicle or person.

Permit holders shall not engage in any trade or occupation on the premise of the **Municipal Permit Parking Lots**. They shall not engage in any improper, noisy, or offensive behavior; and must remove their vehicles from the **Municipal Parking Lots** at the request of any public official for official purposes and within a reasonable amount of time.

Permit holders may have permits revoked for violations of the ordinance and shall forfeit all fees and unused time on permits. Revocations shall be at the discretion of the Chief of Police or his/her designee. All appeals may be made to the Chief of Police per Traffic Ordinance.

I have read and agree to the requirements and terms as described above:

Signature Required: _____ Date: _____

Littleton PD: _____ (Witness)

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PERMIT HOLDER: _____

HOME ADDRESS: _____ APT # _____

E-MAIL ADDRESS: _____

HOME PH: _____ WORK PH: _____ CELL PH: _____

(If different from cell)

*(Notification sent to cell)

VEHICLE MAKE: _____ MODEL: _____ COLOR: _____

VEHICLE LICENSE PLATE: STATE: _____ PLATE #: _____

REGISTERED OWNER: (IF DIFFERENT FROM ABOVE APPLICANT)

NAME: _____

ADDRESS: _____

PHONE #: _____

FOR OFFICIAL USE ONLY:

OF SPACES:

PERMIT PARKING APPLICATION

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Chapter 1 – Traffic Regulations Ordinance

Section 7. Parking Regulation

VIIc. a. It shall be unlawful to park in municipal parking lots, owned or leased, located at 120 Main Street and lots identified as Lots A – F between the hours of 12:00 AM and 5:00 AM. For the purposes of this section, parking between the hours of 12:00 AM and 5:00 AM is considered as “Overnight Parking”. A permit authorizing Overnight Parking may be issued by the Littleton Police Department. Overnight Parking permits shall be issued annually from January 1st and will expire on December 31st. The annual permit fee will be established by the Board of Selectmen. The annual fee shall not be prorated. Visitor Overnight Parking permits may be issued. The fee for visitor permits shall be established by the Board of Selectmen and shall be purchased per overnight stay. Permit rules, such as Overnight Parking permit registration requirements, payment options, permit placement and permit design shall be established by the Littleton Police Department Parking Enforcement Division and authorized by the Chief of Police.

b. Motor vehicles parking between the hours of 12:00 AM and 5:00 AM in municipal parking lots located at 120 Main Street and lots identified as A – F without a permit shall be subject to a fine for Overnight Parking as established in this chapter. Any additional violation of this section shall be subject to penalties established under this ordinance or New Hampshire Revised Statutes Annotated (RSA). Vehicles in violation of this section may be subject to removal at the owner’s expense. For the purposes of this section, motor vehicle shall include motor cycles, mopeds, moto scooters and trailers as defined by New Hampshire RSA.

c. The Chief of Police shall direct signs to be erected conspicuously at the entrances of each municipal parking lot indicating overnight parking is prohibited without a permit issued by the Littleton Police Department.

d. If a permittee fails to update their vehicle and contact information resulting in their vehicle being towed from the lot, the permittee shall be responsible for all fees and fines associated with the vehicle removal. The Town of Littleton is not responsible for damages to vehicles lawfully towed under this section.

e. Permittees may be required to move their vehicle for, but not limited to, parking lot maintenance, parking lot closures for municipal sanctioned events and parking lot snow removal. Permit holders who fail to move their vehicle after timely notification from the Littleton Police Department, may have their vehicle towed at the permittee’s expense.