



PARKING AUTHORITY
CITY OF POTTSVILLE, PENNSYLVANIA
City Hall, 401 N. Centre St. – 1st Floor, Pottsville, PA 17901
(570) 628-9184

RESIDENTIAL PARKING PERMIT GUIDELINES FOR 2024 – 2025

Please read the following guidelines carefully. All residents who either rent or own a dwelling within the Residential Parking Area are eligible for the Residential Parking Program. See Residential Parking Areas defined. One vehicle on street permit per residence **ONLY**, unless authorized prior to the 2022/2023 permit year.

The following documents are required at the time of purchase of a Residential Parking Permit. **No Residential Parking Permits can be issued without this information.**

1. Proof of Residency

The Parking Permit is for a specific Residential Parking Area (Area A, B, C, D, E or H) and is registered to your vehicle. Residential Parking Areas are geographically identified, and the Residential Parking Permit identifies the parking area (Area A, B, C, D, E or H) that you are permitted to park in.

- Acceptable documents include:
 - Current lease with name and address on document
 - Current utility bill with your name and address on the document
 - Notarized letter from landlord with name and address on the document

2. Proof of Vehicle Ownership

- Acceptable documents include:
 - Current car registration listed at the address and in the name for which the Residential Parking Permit will be issued.
 - If your car is registered in a relative's name other than your own, you will need a notarized letter from the owner, advising your name and relationship and stating that you have exclusive use of the vehicle.

3. Valid Driver's License

- A valid Driver's License or Learner's Permit is required, but **not accepted** as proof of Residency.

4. Payment for the Residential Parking Permit

- Payment of \$50 (cash or check to the Pottsville Parking Authority, credit/debit card will have a \$2.50 convenience fee) is due on the issuance of the Residential Parking Permit. The Residential Parking Permit is not prorated. The Residential Parking Permit is valid July 1st, 2024 to June 30, 2025. Residential Parking Permits are renewed annually upon presentation of satisfactory documentation. Payment is not refundable. You will receive and Residential Parking Permit upon receipt of payment. A replacement permit for one that was lost or stolen is \$25.00.

5. Placement of Residential Parking Permit

- Residential Parking Permit must be properly displayed from the rear-view mirror of the vehicle. Improper placement of the Parking Permit will result in a \$15.00 parking violation being issued.

6. Other applicable guidelines

- No vehicle, as identified by a Residential Parking Permit, is exempt from any handicapped parking, snow emergency, city enforced parking restrictions, street cleaning, and any and all other applicable safety provisions. Should such vehicle be found in violation of the aforementioned guidelines, a ticket will be issued.
- If the vehicle is sold or transferred, the Residential Parking Permit can be transferred to your new vehicle, upon notification to the Parking Authority and updating your file with your new vehicle information.



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Residential Parking Permit #: _____

Residential Parking Area: _____

July 1st, 2024 – June 30th, 2025 RESIDENTIAL PARKING PERMIT APPLICATION

APPLICANT CONTACT INFORMATION:

NAME: _____ DRIVER'S LICENSE #: _____

ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME / CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

PRIMARY VEHICLE INFORMATION:

LICENSE PLATE NUMBER: _____ STATE OF ISSUE: _____

MAKE: _____ MODEL: _____ COLOR: _____ YEAR: _____

SECOND VEHICLE INFORMATION:

LICENSE PLATE NUMBER: _____ STATE OF ISSUE: _____

MAKE: _____ MODEL: _____ COLOR: _____ YEAR: _____

Proof of Residency:

Please check one: (please attach legible photocopy of one of the following documents)

- Current lease with your name and address on the document
- Current utility bill with your name and address on the document
- Notarized letter from the landlord with name and address on the document

I declare that the information on this Residential Parking Permit Application is true and correct. I have read and understand the Residential Parking Permit Guidelines. I understand the vehicle on which the permit is displayed must be registered with the Pottsville Parking Authority. I acknowledge that failure to properly display this permit may result in the issuance of a citation, and that it is my responsibility to inform all members of my household and visitors on the correct use of my permit.

One vehicle on street permit per residence ONLY, unless authorized prior to the 2022/2023 permit year.

Signature: _____ Date: _____