



PARKING AUTHORITY
CITY OF POTTSVILLE, PENNSYLVANIA

City Hall, 401 N. Centre St. – 1st Floor, Pottsville, PA 17901
(570) 628-9184

Permit #: _____

Area: ___ CAPITOL ___ UNION STATION
 ___ JOHN POTTS ___ MAHANTONGO
 ___ RAMADA LOT ___ MCGEEVER PARK
 ___ GARFIELD (MUNICIPAL) ___ ALVERNIA

2025 MUNICIPAL LOT PERMIT APPLICATION

APPLICANT CONTACT INFORMATION

Company Name (if applicable): _____

Name: _____ Driver's License: _____

BILLING Address: _____

City / Town: _____ State: _____ Zip Code: _____

Phone: _____ Email address: _____

Please include a copy of the front of your driver's license.

VEHICLE INFORMATION (PRIMARY)

License Plate Number: _____ State of Issue: _____

Make: _____ Model: _____ Color: _____

VEHICLE INFORMATION (ALTERNATE)

License Plate Number #: _____ State of Issue: _____

Make: _____ Model: _____ Color: _____

PAYMENT OPTIONS: _____ Annual _____ Quarterly

Note: Payments subject to \$5 administrative charge with each invoice — waived for annual payments.

Payments are due upon receipt of invoice. Patron is responsible for the prompt payment of the invoice for the duration of the parking rental.

*Payments must be received within 10 days of the beginning of any quarter or permit will be disabled and a ticket will be issued for \$15 each day the permit remains unpaid.

* Signature: _____ Date: _____



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MUNICIPAL LOT PERMIT RATE SCHEDULE FOR 2025

Per Permit Pricing

	<u>Quarterly</u>	<u>Annually</u>
Mahantongo Deck (175 spots):	\$208.50 (+ \$5 admin fee)	\$834.00
Capitol Deck (227 spots):	\$208.50 (+ \$5 admin fee)	\$834.00
John Potts Lot (17 spots):	\$191.25 (+ \$5 admin fee)	\$765.00
Pottsville Hotel Lot (60 spots):	\$158.25 (+ \$5 admin fee)	\$633.00
Union Station Lot (26 spots):	\$158.25 (+ \$5 admin fee)	\$633.00
Alvernia Lot (50 spots):	\$158.25 (+ \$5 admin fee)	\$633.00
Garfield Lot (8 spots):	\$126.00 (+ \$5 admin fee)	\$500.00
McGeever Lot (5 spots):	\$126.00 (+ \$5 admin fee)	\$500.00

FAQ:

- Permits are sold on a first-come, first-served and space-available basis.
- Parking at Municipal Lots is on a first-come, space-available basis. (No reserved or assigned spaces)
- The Parking Permit is issued for a specific parking lot/garage and is valid per City Ordinance from 8:00 A.M. through 5:00 P.M., Monday through Friday. At other times, the parking lot / garage is open for public use, without having to display a permit.
- The annual rate is set as of January 1st, and is good January through December.
- All permits expire on December 31st of each calendar year.
- Permits are invoiced and paid on a 3-month or 12-month basis (January-December).
 - Rates do not include a non-refundable Admin Fee of \$5.00 with each billing cycle.
 - If Payments are not received by the 10th day of the quarter, we will disable your permit.
 - If your account is not paid by the 10th day of the quarter, a \$15 ticket will be issued each time your vehicle is parked in the Municipal Lot, unless it is on the ParkMobile app.
 - Patrons are entitled to a prorated, un-used full-month refund in the event of early cancellation.
 - A replacement permit for one that was lost or stolen is \$25.00
- The vehicle permit requires the license plate must be registered with the Pottsville Parking Authority. Plates that are not properly displayed are subject to ticketing.
- All permit holders must pull into parking spaces in the deck or lot, so that the plate is scannable from a car or on foot. What that means to each permit holder is that they MAY NOT BACK INTO a parking space.

Permit Refund Policy

- A pre-paid permit is eligible for a refund for any unused full month, provided the Authority is notified in writing by mail or email.
- There are no refunds on temporary permits.
- There are no cash refunds.
- Refunds are based on a prorated schedule of un-used full months remaining on the contract. Refund amounts are determined on the day the cancellation is received.
- Refunds on permits that were paid for by check or cash will be processed through Pottsville Parking Authority, and a check will be mailed. This process takes approximately two (2) weeks.