



CITY OF KINGSTON

On-Street Parking Permit Application

Please print clearly and complete all fields

Residential Permit

Commuter Permit

Temporary Permit

Permit Zone: _____ 1st Choice _____ 2nd Choice _____ 3rd Choice

(residential zone is based on household address/availability)

Last Name:

First Name:

Address: (For Temporary and Residential Application, local address is required)

Street:

Unit #

City:

Province:

Postal Code:

Email:

Phone:

Employer Name, Address and Phone Number: (Required for Commuter Permit applications only)

Plate #1 :

Prov:

Plate #2:

Prov:

Plate #3:

Prov:

Make:

Make:

Make:

Registered Owner: Yes No

Registered Owner: Yes No

Registered Owner: Yes No

Upon application review, the following documentation must be provided before a permit will be issued:

Residential Permit Applications:

- o Proof of residency in the form of a Lease/Rental Agreement
- o If no lease is available, a utility bill in the name of the applicant for the address on the application

All Applications:

- o Driver's licence or form of photo identification
- o Registered ownership information for the vehicles. If the vehicle is not in the Applicants name, a letter from the registered owner stating they are aware the applicant is driving the vehicle and it will be associated with a City of Kingston Parking permit is required.

For Office Use

Permit Area:

Permit Zone: _____

Acct #:

Permit #:

Issue Date:

Expiry Date:

Amount Paid: \$

Payment Type:

Tag Deposit Paid:

Deposit Payment Type:

Additional Sleeve Paid:

Authorization:

Notes:

Please sign and date Terms & Conditions on reverse

Terms and Conditions for Parking Permit Holders

1. The City of Kingston is not responsible for loss or damage to vehicle or contents. Please LOCK vehicle at all times.
2. All plates registered to valid permits must not have outstanding fines/fees. Any outstanding fines/fees must be paid in order to register a plate to a permit, update, or renew a parking permit.
3. The permit is issued to the applicant and **is not transferable and may not be re-sold**. Only one municipal parking permit is permitted per person.
4. On-street permit exempts vehicle from time of day restrictions **on streets in the zone for which it was issued**. Permit is not valid for metered areas (single space or Pay & Display meter) and does not exempt from **winter overnight parking** or other regulations.
5. Parking is on a space available basis. There are no reserved parking spaces. The permit holder may be required to use alternate facilities due to maintenance, repairs or other planned or unforeseen circumstance.
6. One permit will be provided with a maximum of three license plates registered. Any revisions to licence plates must be done by permit holder in writing or in person. Only one vehicle is allowed to park at a time using the permit.
7. **Residential permits:**
 - a. Permit is issued to property owner or tenant and must be accompanied by proof of residency.
 - b. Applicants for **Temporary** permits must provide proof of their host's residency.
 - c. **Temporary** permits are valid for up to 7 consecutive days, with a limit of 1 consecutive renewal.
 - d. Maximum of one per residential unit, with a maximum of 3 per multi-residential property.
8. Permit is only valid **in window sleeve displayed in lower passenger side of windshield**. Permit must be in a vehicle that is registered on the permit. **Permit number and bar code must be clearly displayed**. If not displayed correctly, motorist is required to pay applicable parking fines incurred.
9. A \$10 refundable deposit is required upon permit issuance. Should a permit be lost, stolen or returned unusable, the applicant shall forfeit the deposit and pay another deposit for the replacement. One window sleeve is provided at no charge. Additional sleeves are \$2.00 each.
10. Permits are due for renewal by 11:59 p.m. on the last day of the month. **If not renewed by this deadline, the permit will expire and may be cancelled**. Vehicles parked with an invalid permit shall be considered to be parked in violation.
11. Permits may be cancelled at any time by returning the permit tag. Permit must be cancelled prior to the first day of the month. There are no partial refunds. Advance payment refunds will not be made if there are outstanding parking fines for any vehicle listed on the permit.
12. Permit is limited to passenger vehicles as per Parking By-law 2010-128. Notwithstanding the above, vehicles found in violation of any parking by-law may be ticketed and/or towed.
13. The City of Kingston reserves the right to cease parking privileges and may temporarily close streets without notice.

I _____ agree to the above terms and conditions.
(Print name)

_____	Signature	_____	Date
_____	Permit No.	_____	Zone

About your privacy:

City of Kingston's Privacy Statement: "Personal information, as identified by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including name, address, telephone number and electronic email address, is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other legislation. **Your personal information will only be used for parking permit registration and to contact you.** Questions regarding the collection, use and disclosure of this personal information may be directed to the Corporate Records and Information Officer, City Clerk's Department, 216 Ontario Street, Kingston, Ontario, K7L 2Z3"