



## BY-LAW SERVICES

### OVERNIGHT TEMPORARY PARKING PERMIT APPLICATION

Please complete all information. Incomplete applications will be returned to the applicant, thereby causing undue delays in processing. **PRINT CLEARLY.** Applications are reviewed within 2 business days (not including the day of submission). Review back of application for applicable rules and regulations.

Owner/Occupant: _____		
Mr./Mrs./Miss/Ms	First Name	Last Name
Home Address: _____ Unit: _____ Postal Code: _____		
Number	Street	
<input type="checkbox"/> Own	<input type="checkbox"/> Rent/Lease: Total Number of Units: _____	<input type="checkbox"/> Other: _____
Home Phone: (____) _____ Business Phone: (____) _____ Ext. _____		
Email: _____		

Dwelling type:	<input type="checkbox"/> Single Family Detached	<input type="checkbox"/> Apartment/Condominium
	<input type="checkbox"/> Duplex/Triplex	<input type="checkbox"/> Townhouse
	Other: _____	
Total number of motor vehicles registered to the above address: _____ motor vehicles		
Do you have a garage?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, capacity of garage: _____ motor vehicles
Do you have a driveway?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, capacity of driveway: _____ motor vehicles
Do you have access to the above parking?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO, explain _____		
Detailed Reason for request _____		
Additional Information: _____		
<b>PERMITS ARE FOR THE USE OF PARKING ONLY. THE TOWN OF TILLSONBURG ASSUMES NO RESPONSIBILITY WHATSOEVER FOR THE LOSS OR DAMAGE TO THE VEHICLE OR THE CONTENTS HOWEVER CAUSED.</b>		
Applicant Signature: _____		Date: _____

In submitting this application and supporting documentation, I, as the owner/authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

**OVERNIGHT TEMPORARY PARKING PERMIT APPLICATION**

**Please read this information before submitting your application for a residential on-street overnight parking permit.**

1. Overnight parking permits are issued to homeowners that do not have the ability to park all their visitor/guest motor vehicles off the street at night. The existing parking and traffic by-law prohibits on-street parking between the hours of 2:00 a.m. and 6:00 a.m. from November 15<sup>th</sup> – March 31<sup>st</sup>, unless the motor vehicle has a valid overnight parking permit. All permit applications are reviewed on an individual basis and approvals are based on hardship and are not granted solely for convenience.
2. All information on the application form must be completed before it is processed. Indicate in detail the reason for your request for on-street overnight parking. All overnight permit applications are subject to a site review by staff. The site review consists of measurements, parking sign review, photographs and an inventory of available parking spaces at the subject property. Garages are counted as parking spaces. Allow 2 business days for processing. Parking overnight is not permitted until permit has been registered.
3. The vehicle displaying an overnight permit must be an automobile, station wagon, van, pickup or other vehicle that is not registered as a commercial motor vehicle. Trucks, buses, or vehicles exceeding 21 feet are not permitted in any case. All vehicles must display a valid license plate.
4. Recreational vehicles such as boats, snowmobiles, marine crafts, sea-doo's, etc. mounted or not mounted on a trailer with a valid license plate are not permitted in any case.
5. Residential properties in downtown are required to make use of municipal parking lots. There will be no exemption in the downtown core.
6. Applicants that reside in an apartment building, townhouse, condominium, or any other medium to high density dwelling must submit with the completed application form, in writing on official company letterhead, a letter from the property manager stating that there is no space available to park the applicant's vehicle(s) on the said property at night.
7. Please direct inquiries to Tillsonburg Bylaw Services at 519-688-3009 ext. 4610

**OFFICE USE ONLY**

Approved (Y/N) \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Review Date \_\_\_\_\_

Approved Location: \_\_\_\_\_ side of \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Number of parking spaces \_\_\_\_\_ Driveway: \_\_\_\_\_ Garage: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_