



## **Village Municipal Parking Structure Lot 5 Guidelines (12/07)**

### **Permits**

Only permits obtained from the City of Grosse Pointe are valid in the Village parking structure. A permit is valid for one vehicle to park within a striped permit space. Permits in the Village parking structure are currently being issued only for commercial uses, (i.e. only to employees and operators of Village businesses or to owners of commercial properties in the Village). Permits and spaces in the garage are available on a first come, first serve basis. Permits will only be assigned to vehicles for which the full information requested on the permit application is provided and for which payment has been made. Permits cannot be reserved for future use. Permits cannot be transferred to another person or vehicle without the permission of the City. Permits cannot be transferred between businesses. The City must be notified if a permit is no longer needed so that a space can be made available for another permit holder. Failure to change information on file with the City on the initial application may result in invalidation of parking permit and loss of parking privileges. Refunds are issued on a monthly-prorated basis. Notice of cancellation of permit or request for refund must be received before the last business day in any given month to receive any remaining full month(s) refund.

### **Hours**

The Village parking structure will operate 24 hours per day, 7 days per week. Permits are valid during all operational hours. The Village parking structure does not require an attendant to operate; the equipment allows automated entry and exit. The structure is equipped with clearly marked red emergency call buttons that directly dial the City's emergency dispatch center for police or fire or medical emergencies. The structure is also equipped with security cameras for surveillance purposes. The assistance buttons on the entrance and exit gates and at the pay stations dial non-emergency staff of the City.

### **Permit Restrictions**

Permit parking is not allowed in areas where short-term parking limits are posted (e.g. 90 minute limit). The City reserves the right to prohibit permit parking in designated areas of the garage. These areas may be adjusted from time to time to balance short-term needs for visitors with permit parking demands. These restrictions are subject to enforcement by citations of \$30 under City ordinance. The City may temporarily relocate permit holders for maintenance, upgrades, and repairs.

### **Parking Signage**

In addition to these permit guidelines, vehicles parked in the Village parking structure must follow regulations on posted signs within the structure and at the entrance. Violations are subject to enforcement by tickets under City ordinances. Citations may be appealed to the Grosse Pointe municipal court at City Hall.

### **Vehicle Storage**

Storage parking is not allowed in the Village parking structure. All permitted vehicles must be regularly used and circulated.

## **Permit Renewals**

Renewal period begins one month prior to the end of the quarter (or end of the year for annual renewals). Renewal letters are sent as a convenience and are not meant as a parking permit guarantee. The permit holder is responsible for renewing the permit on time, prior to expiration. If a permit is not renewed prior to the end of the permit period, the AVI windshield device will automatically disallow entrance to the garage, and the permit space may be placed back into the available permit parking pool. Permit renewals must be made through the City of Grosse Pointe either in person or by mail. Mail renewals to: City of Grosse Pointe Parking Permits, 17147 Maumee, Grosse Pointe, MI 48230. Office hours are 8:30 am to 5:00 pm, Monday through Friday. The City accepts cash or checks and will be adding a credit card renewal option for the 2<sup>nd</sup> quarter of 2008 permits.

## **AVI Windshield Tag Installation**

When the initial AVI Windshield Tag is issued for a vehicle, it must be permanently affixed to the upper middle of the windshield in the area behind the rear view mirror. Once the tag is permanently affixed to the windshield, it cannot be removed without rendering the device inoperable.

## **Replacement AVI Windshield Tags**

There is a \$15 fee for a replacement AVI windshield tag for the same or new vehicle.

## **Alternate Vehicles**

An additional AVI windshield tag will be issued for an alternate vehicle for a fee of \$15, if there is more than one vehicle in a household used by the permit holder. Only one vehicle at a time per permit issued can enter the Village parking structure using the AVI.

## **Lost or Stolen AVI Windshield Tags**

If lost or stolen, AVI windshield tags will be deprogrammed, making them unusable to access parking areas. No replacement fee will be assessed if the loss is reported to either the City of Grosse Pointe Department of Public Safety or other law enforcement agency. You must provide complaint number in order to obtain a free replacement.

## **Theft**

The City of Grosse Pointe is not responsible loss of or damage to your vehicle or its contents while parked in the Village parking structure.

## **Emergency Access to Gated Village Structure**

Those requiring access to the gated structure for tow trucks or emergency vehicles should contact the City of Grosse Pointe at (313) 885-5800 or the Department of Public Safety at (313) 886-3200 for assistance.