

City of Grosse Pointe # 5 Structure

Permit Parking Application (please print) _____

Windshield Tag #
(Office use only)

Name of Individual using Permit Parking _____
(one form needs to be completed for each individual)
Home Address (include City, State & Zip) _____
Home Phone Number _____
Place of Employment _____
Business Phone Number _____

Make & Model _____ Color _____
License Plate Number _____

**To include an alternate household vehicle on this permit, please provide the following information:
There is an additional \$ 15.00 setup fee**

Alternate vehicle Make & Model _____ Color _____
Alternate Vehicle Plate Number _____

Parking to be paid by
(If other than applicant) _____
Billing Address _____
Contact Name & Phone _____

Parking Term Desired:
_____ Quarterly Amount due each Quarter is \$150.00 covering parking January-March; April-June; July-September & October-December.
_____ Annual Amount due for Annual parking is \$550.00 (includes discount) covering parking January-December.

Clearly mark the desired parking arrangements (Quarterly or Annual), and enclose the appropriate payment. Checks should be made payable to the **City of Grosse Pointe**, and mailed to the following address: **Attn: Permit Parking, City of Grosse Pointe, 17147 Maumee, Grosse Pointe MI 48230**

Permit fee must be paid in advance before a permit is issued. Please inform the City office of any change of vehicle during your permit period. Please contact City Hall customer service staff regarding changes to your parking arrangements at (313) 885-5800.
Parking Enforcement Staff will be monitoring for valid permits .

Parking Permit Transfer and Refunds: Parking permits are not transferable unless authorized by the City. Any change of record from the information submitted on the original permit application including changes in vehicle, person, or address must be reported to the City. The City will charge an administrative fee of \$15.00 for re-issuing, transferring, or replacing a lost or stolen permit or windshield tag. Failure to change information on file with the City may result in invalidation of parking permit and loss of parking privileges. Refunds are issued on a monthly pro-rated basis. Windshield tags must be returned before the last business day in any given month to receive the remaining full month(s) refund.

Signature of Lease Parking Participant

(This form may be duplicated if additional copies are needed.)