



**City of Lynchburg**  
**Off-Street Residential Parking Permit Application**

**For Office Use Only:**

<b>Facility Name:</b>		<b>Permit Number:</b>	
<b>Monthly/Annual Rate:</b>	<b>Attached: Proof of Residence</b> <input type="checkbox"/>		<b>Proof of Vehicle Ownership</b> <input type="checkbox"/>
<b>Date Issued:</b>		<b>Issued By:</b>	

**Section I: Personal Information**

Last Name:		First Name:	
Driver's License Number:			
Street Address:			APT Number:
City:		State:	Zip code:
Home Telephone:		Business Telephone:	
Email Address:			

**Section II: Vehicle Information**

1 <sup>st</sup> Vehicle Make:		Model:	
Year:		Color:	
License Plate Number:		State:	
2 <sup>nd</sup> Vehicle Make:		Model:	
Year:		Color:	
License Plate Number:		State:	

**Section III: Proof of Residence for Downtown Central Business District** (Please attach **one** of the following)

- A valid Virginia Driver's License reflecting the residential address for which this zone permit is issued
- A current City of Lynchburg Personal Property Tax Return (permit application) reflecting the residential address for which this zone permit is issued
- A current lease/mortgage or home ownership document reflecting the residential address for which this zone permit is issued – letters from landlords do not qualify as “leases”.
- A current vehicle or personal property insurance policy reflecting the residential address for which this zone permit is issued

**Sec. 25-305. Permit parking in the central business district (CBD).**

(a) In order to protect residents of the central business districts who do not have off street parking from unreasonable burdens in gaining access to their residences and in order to promote traffic safety and the peace, good order, comfort, convenience and welfare of the inhabitation of the city, the city finds that it is necessary to establish a system of permit parking for residents of the central business district.

(b) Residents who live in the central business district (CBD—designated as that area of downtown from Fifth Street to the Rt. 29 Business Expressway and from Clay Street to the riverfront) or residential property owners may apply for a CBD residential parking permit. The permit will allow residents to park in an assigned city off street parking facility closest to their residence twenty-four hours (24) per day, seven (7) days per week. Approval will be based on parking spaces availability. The cost for the first permit shall be twenty-five dollars (\$25.00) per month. Each additional permit shall cost fifty dollars (\$50.00) per month. Proof of residence is required and maybe satisfied by a copy of a current lease/mortgage document reflecting the residential address, a valid Virginia driver's license reflecting the residential address or current vehicle registration.

(c) A resident shall not transfer or allow another person to use or possess any parking permit issued to them or continue to use a permit after its termination or expiration or give false information upon application for the permit. Nor shall any person use a permit to park upon the public streets in the central business district.



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**Section IV: Proof of Vehicle Ownership** (Please attach one of the following)

- A current Vehicle Registration Form for the vehicle to which the permit will be affixed, issued to the applicant for this residential zone permit or to the owner of the vehicle who has authorized the resident applicant to operate the vehicle while living at the address above
- A current City of Lynchburg Personal Property Tax Return Form for the vehicle to which the permit will be affixed, reflecting the residential address for which this zone permit is issued

**Section V: Terms & Conditions**

**The permit holder agrees to the following terms and conditions:**

1. Permits are the property of the City of Lynchburg and may not be altered, transferred or sold.
2. This permit agreement is entered into between the permit holder and the City of Lynchburg. The permit holder agrees that this agreement will be on a month-to-month basis automatically renewed upon the City receiving payment. **Parking permits paid for on an annual basis will receive a 10% discount.** If the permit holder no longer needs a permit, it is the responsibility of the permit holder to notify the City of Lynchburg in writing within 5 days of the expiration date that the permit is no longer needed.
3. Residents **MUST** display their parking permit when parking in the assigned parking facility. The permit **MUST BE VISIBLY DISPLAYED** on the rear view mirror. The parking permit allows access to the parking facility assigned 24 hours per day 7 days per week.
4. If at any time the Permit Holder wishes to temporarily park a vehicle in the assigned parking facility other than the one(s) described in this agreement, permit holder must provide the City of Lynchburg's Parking Management Office all requested vehicle information described above to avoid being towed. **Visitor permit may be purchased for \$12.50 per week.**
5. The permit holder shall pay the City of Lynchburg the amount due on or before the tenth (10<sup>th</sup>) of each month. **A late fee of \$5.00** will be assessed if not paid within five (5) days after the due date. Payments should be mailed to: Parking Management Office, City of Lynchburg, 900 Church Street, 3<sup>rd</sup> Floor-City Hall, Lynchburg, VA 24504.
6. Either party may cancel this permit agreement by giving notice, in writing, **not less than five (5) days prior to the date of the permit expiration with or without cause.**
7. The City of Lynchburg is not responsible and assumes no liability for lost, stolen or damaged property, including the vehicle(s) subject to this agreement, while parked in the City's parking facilities.
8. Permit holders shall not engage in any maintenance of vehicles on City owned parking facilities and shall not deposit debris or refuse or in any other way damage the property subject to this agreement.
9. Use of the permit by other than the permit holder may result in cancellation of the monthly parking privileges. Monthly parking authorization permits are non-transferable.
10. Permit holder agrees to follow the instructions of garage/surface lot personnel and/or posted signage. Failure to comply with any of the terms of this permit agreement may result in cancellation of permit access privileges.

**I agree to indemnify, hold harmless and defend, the City of Lynchburg and its officers, agents, and employees, against any and all claims and lawsuits of any nature whatsoever, including claims and lawsuits for damage to property or injuries to any person or persons, including property and employees of the City of Lynchburg, arising out of my use and occupancy of the City's parking facilities.**

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name