

# “THE GRID” RESIDENTIAL PARKING PERMIT APPLICATION

**TO BE FILLED OUT BY APPLICANT** (The following **MUST** be supplied...)

1. Applicant Name:

\_\_\_\_\_

2. Address for which parking permit is applied:

\_\_\_\_\_

3. Applicant Phone Number:

Applicant Email:

\_\_\_\_\_

4. (Current) driver’s license number of person operating vehicle:

\_\_\_\_\_

5. (Current) vehicle registration information:

Tag Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

6. Vehicle Information:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

7. (Current) proof of residence

- a. Applicant must provide proof of residency that gives the address applied for in section 2 (i.e. current driver’s license, current vehicle registration, current tax bill, current utility, cable TV or telephone bill, etc.) If this information is not available, see (b).
- b. Other proof (i.e. notarized affidavit from the landlord, showing the length of term for the lease, renters or boarders agreements, written verification from college, etc. showing official, at-school residency location etc.).

8. Other items to note: **PLEASE INITIAL EACH SECTION**

\_\_\_\_\_ I understand that I may only park in the areas indicated by my permit (i.e., “A” permit in “A” zone, “B” permit in “B” zone, “C” permit in “C” zone) and I must follow all other parking signs as identified.

\_\_\_\_\_ I understand that all permits are issued by the City of Greenville during the city’s fiscal year and will expire on **June 30th of each year**. Issuance and renewals will begin July 1<sup>st</sup> and are set to expire on June 30<sup>th</sup> of the following year.

\_\_\_\_\_ By Section 10-2-243 of the City Ordinance, I understand the **parking decal** must be placed on the back left side of the windshield on the vehicle for which it is issued as specified on the sticker and shall contain the identification number of the grid residential parking area for which issued (Ord. No. 1045, 1-8-81). The permit is **NOT** transferrable and must be displayed on the vehicle in which the permit was issued.

\_\_\_\_\_ **ALL** Permits are null and void for any and all permits issued if more than one permit is displayed on a vehicle at one time.

\_\_\_\_\_ The applicant understands that if the license plate or vehicle information changes the applicant is responsible for updating that information with the staff.

\_\_\_\_\_ The applicant understands that the lease agreement cannot be altered, or outdated.

\_\_\_\_\_ If I as the applicant is leasing from the same landlord for multiple years, an addendum shall be provided with the applicant's and landlord's signature with a current date.

\_\_\_\_\_ If I need to obtain a new decal, I must pay the fee assessed during the fiscal year set by the City.

\_\_\_\_\_ Each year, the permit is set to expire and shall be renewed to be valid. As a permit holder, I understand a new decal will not be issued every year unless I as the permit holder move to a different zone. I must show proof of the zone in which I am applying.

**CC: 31-79.2 (f): FALSE STATEMENT IN APPLICATION. ANY PERSON WHO SHALL WILLFULLY MAKE ANY FALSE STATEMENT IN AN APPLICATION FOR A RESIDENTIAL PARKING PERMIT DECAL UNDER ANY SECTION OF THIS ORDINANCE SHALL BE GUILTY OF A MISMEANDOR, AND UPON CONVICTION SHALL BE FINED AND/OR IMPRISONED AS PROVIDED BY LAW.**

\_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature

**FOR OFFICE USE ONLY**

PERMIT AREA \_\_\_\_\_ DECAL NUMBER \_\_\_\_\_ FEE PAID \_\_\_\_\_ VERIFIED BY \_\_\_\_\_

INSTRUCTIONS

1. A separate application must be filled out for each vehicle for which a permit is requested.
2. Each application must be completed and hand delivered (not mailed) to the Financial Services/Collection Division at 200 West 5<sup>th</sup> Street.
3. Each application must be accompanied with:
  - a. Current driver’s license of principal operator
  - b. Current vehicle registration
  - c. Proof of current residence showing permanent address
  - d. Five dollars (\$5.00)
4. Explanation of number 7(a) and (b) on application: When someone is eligible for a permit, but having a driver’s license and registration of vehicle listed at a separate address (i.e. student), the applicant must provide one other form for proof of residency. 7(a) this proof must be current and of permanent nature such as a utility, cable TV or telephone bill. In this case, the type of proof (i.e. utility bill with Greenville Utilities) should list the applicant’s name, account number and address of residence. 7(b) if no permanent proof of residency is available; other forms such as written verification from East Carolina University Registrars Office or Housing Department or the form below should be notarized and supplied as proof.

I, \_\_\_\_\_ affirm that I am the owner of the premises known at \_\_\_\_\_. I also affirm that the subject premises are currently being leased/rented by me to \_\_\_\_\_, and that to the best of my knowledge \_\_\_\_\_ resides at the subject premises under the lease agreement. The effective dates of this agreement are \_\_\_\_\_ to \_\_\_\_\_.

This affidavit is given this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed \_\_\_\_\_

NORTH CAROLINA

I, the undersigned Notary Public do hereby certify that \_\_\_\_\_, personally appeared before me this day and acknowledge the due execution of the foregoing affidavit.

WITNESS my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My commission expires \_\_\_\_\_

Signed: \_\_\_\_\_