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## **PARKING POLICY 232 DELHI STREET, GUELPH**

### **RESIDENT PARKING:**

County of Wellington Housing Services maintains parking lots that are used for the purpose of resident and visitor parking. Housing Services will provide parking where space is available at their sites to residents, agencies and visitors for their safe use and convenience.

Spaces are available to residents who hold a valid driver's license and who own or lease a vehicle. Residents are not guaranteed a parking spot and must apply for a parking permit through the Property Services Officer. Only one parking spot is allowed for each unit.

Residents with a second vehicle must request permission for a second parking permit from the Property Services Officer. A second parking permit will only be granted if space is available after every resident requiring parking has been accommodated and may not be guaranteed for long term use based on the future needs of the complex. An additional fee may be charged for a second parking spot.

All resident parking spots will be assigned by the Property Services Officer. Residents may only park in the parking spot assigned to them. Visitors are not permitted to park their vehicle in a resident parking spot.

### **PARKING SPACE DISTRIBUTION:**

There are a total of twenty-four (24) parking spots which will be designated as outlined below:

- Nine-teen (19) numbered parking spots will be assigned to residents.
  - One (1) parking spot (spot #12) will be assigned to residents who require accessible parking.
- Four (4) parking spots (spots 1, 2, 3, 4) will be designated for visitor parking.
- One (1) parking spot (not numbered) is designated as a public loading zone.

### **PARKING PERMITS:**

1. Residents who would like a parking spot must contact the Property Services Officer to complete a "Vehicle Registration" form and provide a copy of their ownership and insurance.

2. After the vehicle registration process is completed and if a parking spot is available, the resident will be assigned a parking spot and given a parking permit tag.
3. The valid parking permit tag must be placed so it can be clearly seen through the windshield of the vehicle.
4. Residents must notify the Housing Services if they change vehicles and/or lose parking permits.
5. Residents must return parking permits if they no longer require parking and/or move-out of the leased premises.
6. No commercial or recreational vehicles may be parked in the parking areas. This includes but is not limited to: buses, trucks, trailers and boats.

#### **WAITING LIST:**

1. If there are no parking spots available for a resident, the Property Services Officer will maintain a waiting list.
2. Residents who have applied for a parking permit will automatically be added to the waiting list if there are no parking spots at the time the application is received.
3. A resident's position on the waiting list is determined based on the date a request for parking is received - not the resident's date of tenancy.
4. Residents who have requested a parking spot for a second vehicle will only be granted if space is available after every resident requiring parking has been accommodated.

#### **RESIDENT ACCESSIBLE PARKING:**

1. One (1) spot will be designated for residents who own a vehicle, have a current and valid Provincial Accessibility Parking Permit.
2. The Provincial Accessibility Parking Permit must be fully displayed at the windshield of the vehicle.
3. Visitors with Provincial Accessible Parking Permits are not allowed to park in resident accessible parking spots and must use visitor parking spots.

#### **VISITOR PARKING:**

1. Four (4) parking spots (spots 1, 2, 3, 4) will be designated for visitor parking.
2. Visitors are not permitted to park their vehicle in a resident parking spot without the authorized permission of Housing Services.
3. Visitors parking in a resident parking spot may be ticketed and/or towed at the owner's expense.
4. Residents are not permitted to park their vehicles in a visitor parking spot.
5. Agency staff providing support services for residents should use visitor parking.

### **PROPER LICENSING AND VEHICLE CONDITION:**

1. All vehicles must display valid license plates with a proper validation sticker.
2. All vehicles must be in use and maintained in road-worthy condition.
3. Residents must take steps to maintain their vehicle in good working condition and avoid and/or quickly address fluids leaking from vehicles onto parking lot surface.
4. Residents must obtain written permission from Housing Services (through their PSO) in advance of doing any repairs on a vehicle in the parking lot.
5. Residents who need to leave their vehicle parked for more than one week without it being moved must request authorization from Housing Services (through their PSO). Any vehicle parked longer without authorization may be ticketed and/or towed at the owner's expense.

### **PUBLIC LOADING ZONE:**

One (1) parking space will be designated as a public loading zone and will be signed as such. The public loading zone space is not a numbered parking spot. Vehicles can be left parked in the public loading zone for a maximum of 15 minutes only. Vehicles left over 15 minutes may be ticketed and/or towed at the owner's expense.

### **FIRE ROUTE DESIGNATION:**

1. No person shall park or leave a vehicle at any time on or along any part of the parking lot designated as a fire route.
2. Where a vehicle is found parked in a fire route area, it may be ticketed and/or towed at the owner's expense.

### **GREEN SPACE/SIDEWALKS:**

Driving or parking on the lawn areas and/or sidewalks of the property will not be permitted without prior written authorization by Housing Services.

### **SNOW REMOVAL:**

All residents are required to move vehicles regularly for snow removal. The lots cannot be kept clear unless vehicles are moved for snow clearing. Residents should be aware that some parking spots may be used for the storage of snow during the winter months. Up to four (4) spots (spots 1, 2, 3, 4) may be assigned for temporary snow storage if needed. This will take place in the visitor section first.

### **VIOLATION OF PARKING POLICY:**

Vehicles that are parked in contravention of any section of this parking policy may be ticketed and/or towed at the owner's expense.

Failure to obtain the necessary permission or keep the vehicle in roadworthy condition and/or furnish with current license plates may result in the vehicle being ticketed and/or towed at the owner's expense.

**DEFINITIONS:**

- 1) “Residents” refers to individuals living in an RGI unit and whose names appear on the lease for that unit.
- 2) “Agency staff” refers to individuals who are meeting with and/or providing support services to a resident in their unit.
- 3) “Contractor staff” refers to individuals who work for or are contracted by the County of Wellington to complete work or complete an inspection in a unit.



Alternate Formats Available Upon Request