

Residential Parking Permit Program

Frequently Asked Questions (FAQ)

Who can receive a resident parking permit?

Only specific streets are approved for the residential parking permit program. Permitted streets are marked with proper street signage. You may fill out an application if your street is listed below:

Adams Street	Park Terrace (#2-24)
Ann Uccello Street	Putnam Street (#245-253)
Charter Oak Place	Seymour Street
Collins Street	Spring Street
Columbia Street (#1-23)	Sumner Street

To fill out an application you must provide necessary documentation. You cannot have delinquent taxes due and must be free and clear of any parking citations. There is an **annual fee** to receive a permit which must be renewed each year upon expiration.

How long is the permit valid for?

Permits will be renewed on a yearly basis. Each residential parking permit zone will have its own renewal month. The expiration date is located on the parking permit sticker.

How many permits can I receive?

Applicants can receive a limit of two (2) permits and one (1) visitor pass per residence. *Please note: permits require a valid and up to date vehicle registration.*

Do I have to come in and apply in person?

Yes, all applications must be applied for in person.

Although, if you have a renewal and all information is current, this process can be done through the mail with receipt of payment via money order or check.

Is there a cost for the resident parking permit?

Yes, each permit will cost \$25 and you can pay by cash, check, money order, or credit card at the office.

For renewals *VIA* mail we only accept- Checks or Money Orders.

Is there a cost for the resident parking permit? (continued)

Permit fees may be waived at the discretion of HPA if the applicant meets one of the following: you are diagnosed epileptic, fully deaf, permanently restricted to a wheelchair, permanently and totally disabled, received property tax relief, own a specially equipped handicapped vehicle, or enrolled in CT Dept. of Social Services Temporary Family Assistance (TFA) or State Administered General Assistance (SAGA) with the proper documentation.

Do I need a car to get a permit?

A visitor permit can be purchased without a vehicle registration if the applicant meets the necessary residency requirement.

What documentation do I need?

1. **Applicant must provide valid registration for each requested vehicle permit**
2. Applicant must provide a **valid/current** form of identification **AND**
3. Applicant must provide a **valid/current** form of address verification

❖ **One** of the following for a valid/current form of identification:

- CT Driver's License
- CT Issued Identification Card
- CT Social Services Assistance Card
- U.S. Passport
- U.S. Military Identification Card

❖ **One** of the following forms of proof of residency:

Bills must be no more than one (1) month old:

- Utility bill (gas or electric)
- Water bill
- Cable bill
- Mortgage statement
- Current signed lease (non-handwritten)

❖ *There must be a valid vehicle registration for each vehicle you wish to receive a permit for. The name and address on the registration must match the photo ID and proof of residency.*



Your Place for a Space™

11 Asylum Street, 2nd Floor, Hartford, CT 06103

T: (860) 527-7275

www.hartfordparking.com

How long will I have to renew my permit after it expires?

All permits must be renewed within fifteen days **PRIOR** of permit expiration.

NOTE: Failure to renew will result in citations received, that must be paid in full to receive a new or renewed permit.

What if I owe parking citations/tickets or City of Hartford taxes?

Permits will not be issued to residents that owe parking citations or delinquent property taxes to the City of Hartford.

If you have recently paid parking citations, please bring the receipt with you when you apply.

If you have paid any recent delinquent taxes, please bring proof and/or proper documentation from DMV when you apply.

What happens if I don't have a permit?

Anyone who parks in an identified residential parking zone is subject to a forty-five dollar (\$45) fine for each violation (which can accrue fees). HPA considers the following scenarios as- **not** having a permit but, is not limited to those listed:

- Failure to properly affix/display while parked in an established Residential Parking Permit (RPP) Zone
- Parking in a RPP zone with no permit
- Parking in a RPP zone with an expired permit
- Utilizing a false/fake RPP

When can a permit be used?

A vehicle with a valid permit can park without restriction in a legal parking space within the designated residential permit zone **except:**

- During snow bans, City emergencies, and any other unauthorized parking restrictions
- Or outside the time frame posted on the street signage

Where do I place the permit in my car?

A visitor permit shall be placed on the passenger side dash board.

A resident permit is affixed the on the inside of the vehicles windshield in the **right** lower front corner.

Where do I go to get a parking permit?

At the *Administrative Office* of the Hartford Parking Authority. Which is located at:

11 Asylum Street, 2nd floor

Hartford, CT 06103.

Hours: Monday-Friday 8am-5pm

