

# Lancaster City Housing Authority

## PARKING POLICY

The purpose of the Lancaster City Housing Authority ("Authority") PARKING POLICY is to easily identify resident and employee vehicles parked in the Authority's parking lots and on the streets abutting the Authority's property. The policy is designed to facilitate resident and staff use of the Authority's parking lots and to prevent use of the Authority's parking lots by unauthorized persons.

Residents will be issued a parking permit to be placed in the rear window of their registered vehicle. Authority employees will be issued permits to attach to their rear view mirrors when parking in one of the Authority's parking lots. Authority vehicles will be exempt from this policy.

1. All residents who own vehicles will be required to provide the Authority with a copy of the vehicle registration and car insurance information. Residents will then be issued a parking permit to be displayed in the rear window [lower left] of their registered vehicle(s). **Parking permits will only be issued to residents with a valid driver's license and only for vehicles registered to the resident.**
2. No more than two vehicles per household will be allowed to park in the parking lots at Susquehanna Court. Residents of the two high rise buildings and Franklin Terrace are limited to one vehicle per household. A resident possessing additional vehicles must park those vehicles on the street.
3. Vehicle information will be reviewed each year at the time of the resident's annual recertification. Residents may register newly acquired vehicles between recertifications and the Authority will issue parking permits in accordance with this parking policy.
4. All vehicles parked in the parking lots must be operable, and have valid and current registration, license plate and insurance.
5. Repairs to vehicles and washing of vehicles are not permitted in the parking lots. Minor repairs (e.g. changing a flat tire) are permitted.
6. Cars are not permitted to be parked in a marked fire lane or where they would block an entrance/access to a lot, building or the trash dumpsters. Vehicles in violation of the preceding sentence will be subject to towing from LCHA property at the owner's expense. Residents are not permitted to park in the office parking lot during open office hours.
7. When moving out of Authority property, or trading or selling a registered vehicle, residents must immediately notify the Authority and remove the parking permit from the vehicle.
8. Guests may use the Authority's parking lots only when space is available. Residents with a valid permit will take precedence over guests, due to the limited number of parking spaces. If a guest is visiting for an extended period of time, the Authority must be notified of the make and model of the guest's vehicle. A temporary permit may then be issued. Failure to report a guest's vehicle could result in the guest's vehicle being towed from the Authority's parking lots, at the owner's expense.