

## Town of Manchester

### Downtown Manchester Special Services District

# PARKING REGULATIONS



Updated April 2017

### THE DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT (DMSSD) IS THE PARKING AUTHORITY FOR THE DOWNTOWN.

It regulates public parking in the Downtown – both on-street and in the eight municipal parking lots within the Downtown. These lots provide free parking for customers and fee-based, permitted parking for Downtown employees and Downtown residents.

#### DOWNTOWN PARKING LOTS

The eight municipal parking lots managed by the DMSSD include:

A. Pearl Street Parking Lot	26 spaces
B. Bissell Street Parking Lot	20 spaces
C. Birch Street Parking Lot	82 spaces
D. Purnell Place Parking Lot	257 spaces
E. Cottage Street Parking Lot (free all day)	55 spaces
F. Heritage Parking Lot	38 spaces
G. Forest Street Parking Lot	116 spaces
H. St. James Parking Lot	117 spaces

### REGULATIONS AND ENFORCEMENT

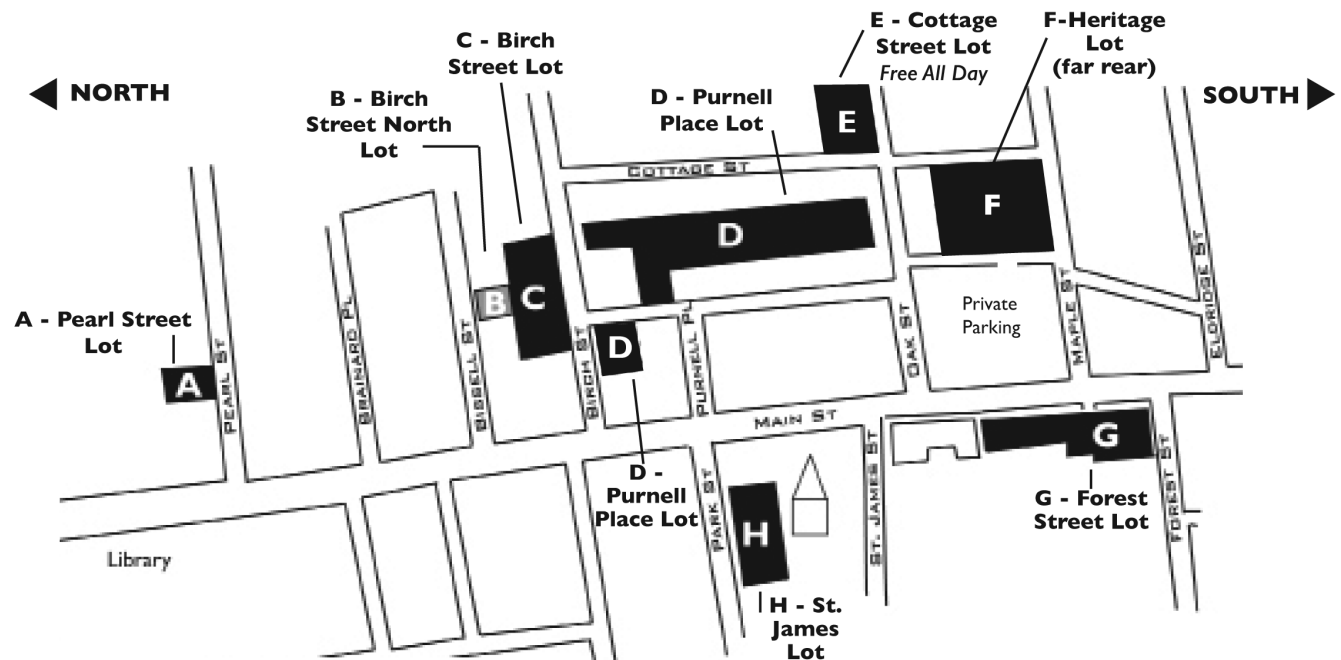
*Convenient customer parking access is important to business success.*

In order to ensure access, street-front parking along Main Street and some side streets are designated as **two-hour parking**. Vehicles that park for more than two hours are subject to a fine.

The eight municipal lots managed by the DMSSD are designed as 3-hour parking.

Those who work or live Downtown may purchase a parking permit that will allow them to park in excess of 3 hours in designated Downtown lots.

The DMSSD employs Parking Constables to enforce parking regulations along streets and in the municipal parking lots within the Special Services District. The Constables issue tickets for parking infractions as set forth in the Town Ordinances. Fines are collected by the Manchester Police Department. A list of some of the applicable fees and fines are included in the back of this brochure.



## PARKING PERMIT ALTERNATIVES

The DMSSD provides **3 cost-effective parking alternatives** for those who do not have private, on-site parking at their place of work or Downtown residence. They may purchase a **Monthly Parking Permit**, a **Part-Time Parking Permit** or utilize Downtown's **Free All Day Cottage Street Parking Lot**.

### 1. Monthly Parking Permits:

**Cost: \$20.00 per month plus tax**

*For those who regularly park over 3 hours each day for 3 or more days in the week.* Monthly Parking Permits are valid during the posted hours of 6 AM to 2 AM. **These permits entitle the bearer to park in designated long-term parking spaces (yellow lined spaces) in any of the eight municipal parking lots within the Downtown Special Services District.** Designated long-term parking spaces are available to parkers on a first come, first serve basis. There are no reserved or individually assigned spaces. All permit holders must prominently display their current Long-Term Parking Permit Hanging Tag in their vehicle. Long-Term Parking Permits may be purchased in one-month increments, up to six months.

### 2. Part-Time Parking Permits:

**Cost: \$10.00 per month plus tax**

*For those who work 2 days per week or less.* Those purchasing a Part-Time Parking Permit should bring a letter on company letterhead indicating that the individual is a part-time employee and eligible for the Part-Time Parking Permit. **These permits may only be used to park in the Downtown parking lots listed in this brochure during the posted hours of 6 AM to 2 AM.** All permit holders must prominently display their current Part-Time Parking Permit Hanging Tag in their vehicle. Permits may be purchased in one-month increments up to six months.

### 3. Free All Day Parking: Cottage Street Lot

*For both full-time and part-time employees.* Free all day parking is only permitted in the Cottage Street Parking Lot, located on the corner of Cottage and Oak Streets, during the posted hours of 6 AM to 2 AM.

## Downtown Residential Tenant Parking

Residential tenants of properties located within the Downtown Special Services District who require all day/overnight parking must purchase a Monthly Parking Permit and prominently display the Monthly Parking Permit Hanging Tag in their vehicle. A valid driver's license and proof of residency must be provided. Vehicles must be operable. **The DMSSD has designated specific locations within selected lots to serve as overnight parking locations. Overnight parking with a valid permit is only permitted in these locations.** A map showing the overnight parking locations is available by request.

## HOW TO PURCHASE PARKING PERMITS

Parking permits may be purchased in person, by phone or by mail from the Customer Service & Information Center, Manchester Town Hall, 41 Center Street, Manchester, CT. The phone number is 860 647-5235. Hours for the Center are Monday through Friday, 8 AM to 5 PM.

Permit purchasers receive either a white or a colored, numbered, Parking Permit Hanging Tag depending upon the type of permit purchased. **The Parking Permit Hanging Tag should be suspended from the rear view mirror of the permit holder's car or prominently displayed on the vehicle's dashboard.** The Parking Permit Hanging Tag identifies the vehicle as a valid permit holder. **Failure to properly display a parking permit may result in issuance of an overtime parking ticket.**

Permit purchasers have the choice of buying their permits in **one-month increments** up to six months.

Permits will not be issued until payment is received. Payments shall be by cash, check, MasterCard, Visa, Debit or Discover card. **Checks should be made payable to the Town of Manchester.**

## QUESTIONS?

Individuals with questions regarding Downtown parking policies and regulations may contact the office of the Downtown Manchester Special Services District, 983 Main Street - Suite 10, Manchester, CT 06040.  
Phone: 860-645-2101.  
Email [dmssd@manchesterct.gov](mailto:dmssd@manchesterct.gov)

## The following fees and fines apply in the Downtown Special Services District:

### FEES FOR

**Six month Long-Term Parking Permit:**  
\$120.00 for six months plus CT State Sales Tax

**One month Long-Term Parking Permit:**  
\$20.00 per month plus CT State Sales Tax

**Part-Time Parking Permit:**  
\$10.00 per month plus CT State Sales tax

### FINES FOR

**Overtime parking in municipal lots:**  
\$25.00 per occurrence

**Overtime parking on Main Street:**  
\$25.00 per occurrence

**Overnight parking in municipal lots\*:**  
\$15.00 per occurrence

**Same Zone violation on Main Street  
or in parking lots\*\*:**  
\$30.00 per occurrence

*\*Downtown parking lots are subject to a Town Ordinance banning overnight parking in municipal lots. Per the ordinance, there shall be no parking in lots between the hours of 2 AM and 6 AM with the exception of designated overnight parking lots for residential tenants with a valid permit only.*

*\*\*A same zone violation is defined as the movement of a vehicle from one parking space to another within a defined parking zone to avoid an overtime violation in that parking zone. The same zone violation is in effect from 7 AM to 5 PM.*

