

Fees & Fines

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

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

Fee for **one month** Long-Term Parking Permit
\$20.00 per month plus CT State Sales Tax

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



Fine for **overtime parking in lots**
\$25.00 per occurrence

Fine for **overtime parking on Main Street**
\$25.00 per occurrence

Fine for **overnight parking***
\$15.00 per occurrence

Fine for **Same Zone violation** on Main St. 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 areas of Downtown lots set aside for overnight parking by Downtown residents with a valid parking permit.*

***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.*



Downtown Manchester Special Services District, 983 Main Street - Suite 10, Manchester, CT 06040
Phone: (860) 860 645-2101

Email dmssd@manchesterct.gov

Town of Manchester

Downtown Manchester Special Services District

PARKING REGULATIONS



Updated April 2018

Downtown Manchester offers a managed system of parking both on-street and in eight public parking lots. More than 868 parking spaces are available.

On-Street Parking

Parking is allowed along Main Street and on certain side streets. There is a two hour parking limit that is in effect from 7AM to 5PM daily. The purpose of the time limit is to ensure convenient customer access by stimulating parking space turn over.



30 Minute Parking

Main Street has a limited number of designated 30 Minute Parking spaces. **30 minute parking in these spaces is strictly enforced.** There are no waivers for parking overtime in a designated 30 Minute parking space.

Wayfinding Parking Sign System

In 2018 the Town of Manchester installed a new wayfinding sign system to help direct both vehicles and pedestrians to Downtown Parking Lots and assets. Decorative direction and regulation signs and color coded signs identifying parking lots makes navigating the Downtown easier.



Regulations And Enforcement

Convenient customer parking access is important to business success. In order to ensure access, the



Downtown District employs Parking Constables to enforce parking regulations along the streets and in the public parking lots in the Downtown. **Vehicles that exceed the posted time limits or commit other parking infractions set forth in the Town Ordinance are subject to fines.** A list of

some of the applicable fees and fines is included in this brochure.



Business Owner/Employee Parking

Business owners or employees who do not have private, on-site parking at their place of work may purchase a Monthly or Part Time Parking Permit that allows them to park in one of the Downtown public parking lots.

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 in Downtown public lots 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). Designated long-term parking spaces are available to parkers on a first come, first served basis. There are no reserved or individually assigned spaces. **Monthly Parking Permits may be purchased in one month increments up to six months.**

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 are valid in Downtown public lots 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). **Permits may be purchased in one-month increments up to six months.**

FREE All Day Parking in the Red/Cottage Street Lot

For both full-time employees, part-time employees and visitors. Free all day parking is only permitted in the Red/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

For residential tenants of properties located within the Downtown Special Services District. Residents who require all day/overnight parking must purchase a Monthly Parking Permit (see above). **Permits may be purchased in one-month increments up to six months.** 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 is only permitted in these locations. A map showing the overnight parking locations is available by request.

Temporary Employee and Volunteer Parking

The Red/Cottage Street Lot provides FREE ALL DAY parking. Temporary employees and volunteers are encouraged to park in this lot.

How To Purchase & Display 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 06040. The phone number is 860 647-5235. Hours for the Center are Monday through Friday, 8 AM to 5 PM.

Permits may be purchased 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, or Debit card. Checks should be made payable to the Town of Manchester.

All permit holders must prominently display their current Monthly Parking Permit Hanging Tag in their vehicle by suspending it from the rear view mirror or placing it in the center of the dashboard. The complete permit must be visible from the outside of the vehicle.

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.

Customer Parking Validation

Downtown customers, clients or patients who receive a ticket for exceeding the parking time limit in a legal space may return the ticket to the office, restaurant or shop where they conducted their business. The business owner should submit the ticket to the office of the Downtown District within two weeks of issue with a request for waiver.

Questions?

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 public parking lots within the Downtown. 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

