



Parking Waiver for City of St. Joseph Residents

Purpose:

The purpose of this policy is to provide an overview of the program that provides free parking in City owned public parking lots for City of St. Joseph residents, and an explanation of the steps required to qualify.

Program Benefits:

Eligible residents will receive parking waivers allowing **free parking in any downtown City-owned public parking lot**. Please note that **on-street paid parking in the downtown district is not waived** as part of this program.

Eligibility Requirements:

Please note that any City of St. Joseph resident who has already been issued a Parks Parking Pass for the 2025 summer season does not need to separately apply for this waiver. All vehicles approved for a Parks Pass will be issued a City Resident Downtown Parking Waiver for the 2025 summer season.

To qualify for the parking program under this policy, applicants must provide the following:

1. Residency Verification:

- The applicant must be a resident of the City of St. Joseph and must provide valid proof of this residency. Examples of accepted forms of address verification include:
 - A government-issued ID.
 - A recent utility bill (within the last 30 days).
 - A lease, deed or mortgage statement.

2. Vehicle Ownership Verification:

- Households requesting waivers for more than two vehicles are required to provide proof that the vehicles are registered to the applicant or a member of the same household.
- Examples of accepted forms of verification include:
 - Registration
 - Title
 - Lease agreement

Application Process:

1. Submission of Application:

- Residents wishing to register for a City Resident Parking Waiver must submit a completed application along with the information listed above.
- The application can be [obtained online](#), [downloaded](#), or picked up from the City Clerk at City Hall and submitted online, at City Hall or in one of the City Hall drop boxes.



2. Review and Approval:

- Upon receipt of the application and supporting documentation, City staff will review the materials to ensure the applicant meets the eligibility requirements.
- Once approved, the applicant's license plate(s) will be registered to grant them access to park free in downtown City-owned parking lots.

Terms & Conditions:

- **Use:** The parking waiver issued under this policy is valid for use only for the approved vehicles and is non-transferable. The waiver is only valid in City-owned downtown parking lots; on-street paid parking in the downtown district is not waived as part of this program.
- **Program Duration:** This waiver is valid for the 2025 summer season only, which runs from the Friday before Memorial Day (05/23/25) through Labor Day (09/01/25). City residents must apply for a waiver annually.
- **Changes:** The City reserves the right to modify the Downtown Parking Program, including the list of designated parking lots for this program, and to enact additional regulations as needed.
- **Access:** Spaces are first-come, first-served and not guaranteed at any specific time or location.
- **Liability:** The City assumes no responsibility for any loss, damage, or injury occurring to the waiver holder's vehicle or personal property while using the City's parking lots.
- **Termination or Revocation:** The City reserves the right to revoke or suspend waivers for violations of parking ordinances, regulations, or policies, falsification of documents, misuse of the pass, or other behaviors that interfere with the functioning of the parking program.
- **Confidentiality:** All personal information submitted as part of the application will be kept confidential and will only be used for the purpose of determining eligibility for the City Resident Parking Waiver.