Parking Waiver
for Downtown Residents

Purpose:
The purpose of this policy is to provide free parking in City owned public parking lots for current downtown St. Joseph residents who do not have on-site private parking.

Program Benefits:
Eligible residents will receive a waiver allowing free parking for one vehicle per driver in any downtown City-owned public parking lot. Spaces are first-come, first-served and not guaranteed at any specific time or location. This program is for residents of the downtown parking district, as of 05/15/2025, only. Eligible participants must reapply annually to continue receiving the pass.

Eligibility Requirements:
To qualify for the parking program under this policy, applicants must meet the following criteria:

1. **Residency Verification:**
   - The applicant must be a resident of the Parking Benefits District and must provide valid proof of this residency. Examples of accepted forms of address verification include:
     - A recent utility bill (within the last 30 days).
     - A government-issued ID with a current downtown address.
     - A lease, deed or mortgage statement.

2. **Proof of Need:**
   - The applicant must provide proof, or City Staff will confirm, that there is no or insufficient onsite parking.

3. **Vehicle Ownership Verification:**
   - Validation of vehicle ownership is required for registration in this program. Vehicles must be registered to the applicant or an immediate family member within the same household.
   - Examples of accepted forms of verification include:
     - Title
     - Registration
     - Lease agreement

Application Process:
1. **Submission of Application:**
   - Residents wishing to participate in the Downtown Parking Program under this policy must submit a completed application, including the information listed above.
   - The application can be obtained online or from the City Clerk at City Hall and submitted to the City Clerk 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.
   - If approved, the applicant's license plate will be registered to grant them access to park free in downtown City-owned parking lots.

Terms and Conditions:
- **Use:** The parking waiver issued under this policy is valid for use only by the approved resident and is non-transferable. The waiver is only valid in designated City-owned downtown parking lots and is subject to availability.

- **Program Duration:** Participation in the program is subject to annual review. Residents must reapply each year to continue their participation.

- **Program Abuse:** Any misuse of the parking waiver program, including but not limited to fraudulent claims, falsification of documentation, or unauthorized use, will result in immediate termination from the program.

Changes: The City reserves the right to modify the list of designated parking lots, and to enact additional regulations as needed; waiver holders will be notified in advance of any significant changes.

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 parking lots. Waiver holders park their vehicles at their own risk.

Compliance with Regulations: All parking ordinances, regulations, and policies, including those governing time limits, restrictions, and enforcement, must be followed. Violators may face fines, towing, or revocation of the parking waiver.

Termination or Revocation: The City reserves the right to revoke or suspend waivers for any violation of parking ordinances, regulations, and policies; or violations of this policy, including but not limited to falsification of documents, misuse of the pass, or any other behavior that interferes with the orderly 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 Downtown Parking Program.