



CITY OF ANN ARBOR, MICHIGAN

301 E. Huron, Ann Arbor, MI 48104

Phone: (734) 794-6320

**TEMPORARY PERMISSION TO RESERVE PARKING LANE FOR WORK-RELATED PURPOSES**

Location: \_\_\_\_\_  
Limited to parking lane directly in front of residence where work to be performed, using property lines as limit

Date(s): \_\_\_\_\_ Time of Day: \_\_\_\_\_

Reason: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Payment: Check \_\_\_\_\_ Cash \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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TO BE FILLED OUT BY CITY STAFF:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Engineering, Public Services

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Community Standards, AAPD

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Engineering, Signs and Signals

"No Parking Signs" installed: \_\_\_\_\_ / \_\_\_\_\_ removed: \_\_\_\_\_ / \_\_\_\_\_  
Date / Time Date / Time

REQUESTOR NOTIFIED OF APPROVAL OF PERMIT: \_\_\_\_\_  
Name/Date

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REQUEST DENIED: REASON \_\_\_\_\_ Name/Date \_\_\_\_\_  
A=Date Conflict; B=Improper Use of Permit; C=Other; Explanation \_\_\_\_\_

REQUESTOR NOTIFIED OF DENIAL OF PERMIT: \_\_\_\_\_  
Name/Date

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Public Services Administrator (as needed): \_\_\_\_\_  
Comments/Initials/Date

## Temporary Permission to Reserve Parking Lane for Work-Related Purposes

1. Entry/Point of Origin: Public Works/Customer Service Center
2. Process: Fill out permit information on reverse side, read below guidelines & restrictions, and initial bottom of page.
3. Guidelines/Restrictions:
  - a. Requests cannot be granted for State trunklines defined as: North Main Street (from Huron to M-14 ramps), Huron Street (from Washtenaw to Jackson), Washtenaw Avenue (from US-23 to Huron), Jackson Road (from Huron to City Limits).
  - b. Form must be filled out and submitted *with payment* **five business days in advance** of requested date. This allows for routing of this permit, contacting Miss Dig, sign installation, and 48-hour sign placement to allow for enforcement.
  - c. "Location" is limited to the parking lane directly in front of the residence where the work is being performed, using property lines as boundaries. NOTE: If there is no parking in front of the residence, options may be a "Lane Closure" or a "Front Set Back" permit.
  - d. The location requested on this form **shall not** be used for personal or employee parking.
  - e. Duration of Approved Permit for non-construction related activities is limited to 72 hours maximum. Any person, after receiving approval for up to 72 hours for a location, who requires more than the allowed 72 hours must fill out a new permit, pay the required fee, and repeat the process.
  - f. Fee: Set by City Council. Temporary permission to reserve parking lane for work purposes - first address - \$133.00. And, \$66.00 per each additional address, used for work purposes, at that location.
  - g. We reserve the right to revoke your permit for any violation per Chapter 47 section 4:3, (1).
4. Operation of Permit
  - a. Approved Permits
    1. If approved, a copy of the permit will be faxed to the number given on the front of this permit. If no fax number is given, the permit will be mailed to the address listed.
    2. For approved permits, City staff will be responsible for sign installation and removal for the dates and times on the permit.
    3. Should you need enforcement of this parking prohibition, contact Parking Dispatch at 994-2911.
    4. Other questions can be directed to the Customer Service Center at 794-6320.
  - b. Denied Permits
    1. If denied, a copy of the permit will be faxed to the number given on the front of this permit. If no fax number is given, the permit will be mailed to the address listed.
    2. Once notified of a permit denial, the requestor has the option to appeal the decision to the Public Services Administrator.
    3. If appealed, the decision of the Public Services Administrator will be the final decision.
    4. Payment will be refunded if permit is denied.

I have read and understand this information and agree to these terms: \_\_\_\_\_(initial/date)