



## **PARKING LOT PERMIT REGULATIONS**

Monthly Parking Lot Permits are issued for the *designated permit areas* in one of the following lots: **Commercial, Courthouse, Green St., Third St., Washington St., and Jefferson Street** Parking Lots. The following fees, rules, and regulations apply to all Parking Lot Permits issued:

1. Parking Permits are sold at a rate of \$22.00 per month per permit, and are payable by the first day of each month. The date for which the permits are valid will be displayed on the front, or punched on the corresponding month and year of each permit. No permit will be sold for a portion of the month.
2. Purchasing more than one Parking Permit at a time reduces the price per permit.  
**(Please contact the City Clerk's Office for Parking Permit rates)**
3. Parking Permits may be sold at a discount of 5% per permit if payment is made one year in advance.
4. Each lot will have only a specified number of permit spaces available on a first come first serve basis. After the first day of the month all unpaid permit spaces will become available to new customers.
5. Permits are only valid for the named Parking Lot for which it is issued and only valid in the designated permit spaces of that particular Parking Lot.
6. Permits parking in the City Parking Lots is valid between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except on New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, Christmas Day, Memorial Day, Labor's Day, thereafter, parking is open to the public.
7. Parking Permits may be used in any vehicle owned or operated by the Parking Permit Holder.
8. The City may revoke said permit anytime with a refund prorated for unused time.
9. No refunds will be issued, however, permits may be exchanged for other permits if tendered to the City Clerk prior to the starting date of the permit.
10. **Permits are to be displayed inside the vehicle from the rearview mirror, as to be visible from the outside of the vehicle.**

**\*\*\*\*\*It is a violation to allow a vehicle to remain parked for a continuous period of more than 24 hours.\*\*\*\*\***

Questions or Concerns Please Contact:  
**City Clerk's Office**  
**105 East Third Street**  
**Ottumwa, Iowa 52501**  
**641.683.0621**