

FREQUENTLY ASKED QUESTIONS

Q: What is the Residential Parking Permit Program?

A: The program allows eligible residents experiencing parking related issues in their neighborhoods to request a review from the Town for purposes of determining whether restrictions under the program would be an appropriate solution for the situation.

Q: Where can I park?

A: Residential Parking Permits allow you to park only within designated zones in areas that indicate “No Parking Except by Residential Permit.” Residential Permits do not allow parking in violation of fire hydrants, parking meters, no parking any time or any other parking restrictions.

Q: Can I have guests?

A: Residents are eligible to receive (2) guest permits at no cost for short-term use.

Q: What is the difference between a “Guest” and a “Visitor”?

A: “Guest” permits are issued for use of less than 24 hours. A “Visitor” permit is issued for someone who visits a residence for more than 24 hours. You may obtain a temporary visitor permit at Parking Services, 150 E. Rosemary St..

Q: Do I have to obtain the permit or can my guest apply for the permit(s)?

A: The applicant must be the resident; not the visitor, guest or business representative.

Q: What about parties and other special events?

A: Residents should contact Parking Services at least five working days in advance to give notice of an event and to receive instruction on how to park to ensure that your guests avoid being ticketed.

FREQUENTLY ASKED QUESTIONS

Q: Is there a fee?

A: The fee is \$25 per decal per year (\$15 if purchased in January or later in the permit year). We do require that outstanding tickets if any, be resolved in order to obtain a permit. No fee if age 65 or older. Resident must provide proof of age.

Up to 10 temporary 3-day visitor parking permits in a year for use by guests valid for residential parking areas only for a fee of \$2 per permit.

Up to 5 temporary 14-day visitor parking permits for use for guests valid for residential parking areas only for a fee of \$10 per permit.

Q: I own a residence within a permit zone but I do not live there. I lease the property to others. Can I get a permit?

A: No. The owner cannot obtain the permit unless he/she is a full-time resident. Only residents who live full-time in the zone can receive a permit.

Q: My business is within one of the residential zones. Can my employees and I obtain permits if we register them in the business name within a residential zone?

A: No. Only full-time residents of a residential zone can obtain a permit.

Q: Is my permit good for parking in any zone?

A: No. Your permit will only allow you to park in your assigned zone.

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RESIDENTIAL PARKING PERMIT PROGRAM



The Parking Services office is located at Police Headquarters.

Open 8:30 a.m. - 5 p.m.

Monday to Friday, except holidays.

828 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514

Information: (919) 968-2758

Residential Permits & Citations: (919) 932-2912

Fax: (919) 932-2926

E-mail: parking@townofchapelhill.org

Web: www.townofchapelhill.org/parking

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GIVING RESIDENTS A BETTER CHANCE OF FINDING PARKING IN THEIR NEIGHBORHOOD.

The Residential Parking Permit Program was created in 1978 and has since grown to include more than 15 neighborhoods.

The program helps to manage parking in residential areas where nonresident parking is impacting the ability of residents to park. The goal is to protect and improve the quality of life and character in the neighborhood by reducing the amount of overflow parking, discouraging cut-through traffic and ensuring adequate parking spaces for the residents.

HOW THE PROGRAM WORKS

Residents who live in the designated permit areas (zones) may obtain one permit per vehicle based on eligibility. Each lot is limited to a maximum of five vehicle-specific permits in addition to two short-term guest permits.

Permits are issued based upon available off-street parking and need. Residents who do not need on-street parking for themselves or guests do not need to obtain permits or passes.

The residential permit decals display the zone designation in which the vehicle may park legally. The permit must be placed on the left rear windshield of the vehicle to which it is assigned and is non-transferable.

An application must be submitted to receive a residential decal and guest permits. For new requests, application processing may take up to four weeks. Temporary passes may be issued as permits and passes are being processed.

Abuse or misuse of a Residential Parking Permit may result in revocation of the permit, citations and denial of further permits.

Every year, each household must complete an application and provide current proof of residency and vehicle ownership to renew all residential permits and short-term guest passes for the new fiscal year beginning July 1. This must be done annually.



PERMIT PARKING TIMES

Parking restriction hours are established on a block-by-block basis. The most common periods of restriction are the following time periods: 8 a.m. to 5 p.m., 9 a.m. to 4 p.m., or at all times.

HOW TO APPLY FOR A PERMIT

All applicants will be required to provide proof that they live within the residential parking permit zone by providing proof of vehicle ownership and the following:

Homeowners

1. Valid Motor Vehicle Registration Card
2. Valid Driver's License
3. Proof of Residency:
 - Current utility bill (within last 30 days) with your name and address on it OR
 - A Warranty Deed for a home in the defined area if the home has been purchased recently and there is no utility bill available

Renters

1. Valid Motor Vehicle Registration Card
2. Valid Driver's License
3. Proof of Residency:
 - Current lease with name and address on it signed by tenant and landlord (sublease requires a notarized letter from the landlord stating that you live there and who moved out) OR
 - Notarized letter from your landlord with your name and address on it.

Applicants for residential permits must apply in person at:

Town of Chapel Hill Parking Services
150 E. Rosemary St.
Chapel Hill, NC 27514

Office Hours: 8:30 a.m. to 4:30 p.m., Monday–Friday



VISITOR PARKING

3-Day Temporary Visitor Parking Permits

Each address in the residential permit area would be eligible for up to 10 temporary 3-day visitor parking permits in a year for use by guests valid for residential parking areas only for a fee of \$2 per permit.

14-Day Temporary Residential Parking Permits

Each address in the residential permit area would be eligible for up to 5 temporary 14-day visitor parking permits for use for guests valid for residential parking areas only for a fee of \$10 per permit.

LANDLORDS

Non-resident property owners may purchase one Residential Service Permit for property they own within a Residential Permit Parking Zone. Landlord permits must be renewed each year through an application process.

BUSINESSES

Persons who own businesses within Residential Parking Permit zones may purchase Residential Service Permit(s) for employees. Permits must be renewed each year through an application process.