



## CBD Employee Parking Application

Is your business located within the Central Business District (CBD)?   Y   N

- If yes, continue with application
- If no, your business is not eligible to purchase employee parking passes

### Businesses Parking Regulations:

- Employee parking passes are for CBD employees only
- Only business owners located in the CBD are allowed to purchase annual digital parking passes for their employees at \$100 each.
- The employee's license plate number is registered as the parking pass-no sticker or decal is required.
- When employee turnover occurs, parking pass may be transferred to new employee's plate.
- **A citation fine of \$100 will be charged to anyone violating Town parking regulations including but not limited to parking facing opposing/against traffic flow, double parking/protrusion beyond designated parking space, failure to pay for parking, expired meter, and/or parking over specified time limit.**

**NOTE: CBD EMPLOYEE PARKING PASSES MUST BE OBTAINED BY THE BUSINESS OWNER/MANAGER AND MAINTAINED BY THE BUSINESS. CHANGES IN VALID LICENSE PLATE NUMBERS/REGISTRATIONS DUE TO EMPLOYEE TURNOVER MUST BE EMAILED TO THE PARKING OFFICE OR SUBMITTED THROUGH THE PERMIT PORTAL.**

***Any unpaid parking citations associated with a business owner, manager, or employee must be paid in full before new permits are issued.***

Business Name:	
Owner/Manager:	
Phone:	
Email:	
Property Address:	
Federal Tax ID#:	

