Instructions for Applying for a Parking Permit

Dear Applicant,

Thank you for your interest in obtaining a parking permit. Please follow the instructions below to ensure a smooth application process:

Step 1: Eligibility Check

Ensure that you meet the following eligibility requirements:

- You must be a resident of the area.
- You must own a vehicle registered under your name.

Step 2: Gather Necessary Documents

Please prepare the following documents:

- Completed Parking Permit Application Form.
- Proof of residency (e.g., utility bill, lease agreement).
- Copy of your vehicle registration.
- Copy of your driver's license.

Step 3: Submit Your Application

You can submit your application in person or via email to:

Email: parking@citygovernment.org

In-person: City Hall, 123 Main Street, Suite 101

Step 4: Payment

After submitting your application, please include the required application fee:

- Online: Pay through our website.
- In-person: Payment can be made at the City Hall office.

Step 5: Await Approval

You will receive notification regarding your application status within 2-4 weeks. Please ensure your contact details are accurate.

If you have any questions, feel free to contact our office at (555) 123-4567.

Best regards,

The Parking Permit Office