

## Traverse City Parking Permit Program

### Revised December 2024

The City's public parking system makes parking available to downtown employees, residents, and visitors. The goal of the parking program is to serve the needs of retail shoppers and business clients with convenient short-term hourly parking, while parking permits provide employees and downtown residents long-term parking.

Any vehicle parking in a city owned/leased and operated parking facility is subject to the rules and regulations as outlined in the Codified Ordinances of the City of Traverse City.

#### 1. Parking Facilities

Surface permits allow the holder to park in available spaces at the following facilities Monday-Friday 7am-4pm.

Available Surface permit parking lots are subject to change without notice:

Lot P	130 West State Street	Center of block on north side, access from alley	Day and overnight
Lot T	210 North Union Street	North of river, access from Union St	Day and overnight

Hardy Parking Garage permits allow the holder to park in available spaces in either parking garage. If Hardy Garage is full, you will need to park at Old Town Garage. Garage permits allow 24-hour access, 7 days a week. After hours garage permits allow access Monday-Friday 3:30 PM-7:30 AM and 24-hour access Saturday and Sunday.

Hardy Parking Garage	303 E. State Street	Barcode hangtag
Old Town Parking Garage	125 E. Eighth Street	Barcode hangtag

#### 2. Rates

Hardy & Old Town Garage Permit	\$55.00	Surface Permit	\$48.00
Old Town Garage Only	\$35.00	After Hours Garage Permit	\$37.50

Monthly permits are effective at the time of purchase and extend one month past the purchase date. Monthly permits may be purchased for up-to 12 months. There is a box on the permit where the effective date will be written and secured with a clear mylar strip. Removing the strip will make the permit invalid. Permits having one or more month and/or year punched will be considered fraudulent and no longer valid.

**\*\* Automated Vehicle Identification (AVI) hangtags are available for auto-renewal garage permits when a credit card is stored on file and billed monthly. If the AVI hangtag is lost/stolen a replacement fee of \$15.00 is required each time the hangtag is replaced.**

**All permits and AVI hangtags are non-refundable** (including theft/loss). Permits may be transferred to another parker for purchased time that is unused on a case-by-case basis, such as, employment termination or residential relocation.

#### 3. Renewal

It is the responsibility of the permit holder to renew their permit prior to or on the permit expiration date. **There is no grace period for permit renewals.** Warning citations will not be issued for expired permits. Renewed permits will not be mailed and must be picked up at the Parking Office. If permit sales are restricted and availability subject to waitlist only, anyone who has an expired permit will forfeit their renewal eligibility.

#### 4. Rights and Privileges

Permit holders are licensed for the use of one parking space per parking permit. Parking permits provide the holder access to available parking on a first come first park basis. A Surface Permit does not guarantee a space in any specific lot and a Garage Permit does not guarantee a space in any specific garage. There are times when certain facilities will become full. Refunds are not given for those unable to find a space.

#### 5. Responsibilities

Traverse City Parking Services is not responsible for loss or damage to the automobile or its contents by fire, theft, or other cause. Please lock your car.

1. **Permits must be displayed at all times when the vehicle is parked in any parking facility.** Permits must be displayed with the permit number facing the windshield and visible to parking enforcement. Failure to display may result in a "No Permit/Failure to Display" parking violation.

## 2. Expired Permits

- a. Surface permit holders are subject to receive a “No Permit/Failure to Display” parking violation for an expired parking permit.
- b. Garage permit holders are subject to daily fees in the parking garages from date of expired permit to date of exit.
3. Garage permit holders are responsible for having their barcode hangtag to enter or exit the facility.
  - a. Those who do not have their hangtag to enter or exit the garage must pay at the hourly rate.
  - b. Those who pull a ticket to enter the garage, must exit with the ticket and pay the hourly rate.
  - c. Those who enter with a hangtag, and do not have it at time of exit, are subject to the hourly rate from time of entry as logged by the scanned hangtag.
  - d. Those with no entry time documented, will be charged the current lost ticket fee to exit.
4. After hour permits that are used during daytime hours Monday-Friday 7:30 AM- 3:30 PM will be billed the hourly rate for time used.
5. Permit holders are responsible for respecting the property of other permit holders, as well as all parking facilities. Only operable and licensed vehicles are allowed to park at parking facilities.

Permit holders are subject to a substantial fine, vehicle impoundment, revoked parking privileges and possible prosecution for the use of a lost, stolen, altered or forged permit. All information and evidence related to fraudulent, invalid permit, or improper use may be provided to TCPD for further investigation and may result in prosecution.

## 6. Parking Garages

Access to the permit spaces in the garages are available by scanning the barcode on the hangtag. Permit parkers can park on all floors **except** the ground level. Permit holders are subject to the hourly rates when parking on the first floor for any reason. **If for any reason you cannot get through any of the gates, contact the office by pressing the call button on the card reader.**

If you plan on leaving your vehicle in either garage for an extended period, please let the Parking Office know. The Parking Office has the right to restrict extended stays at any time for any operational reason.

Hardy Parking Garage ONLY: Reserved parking on the second floor, denoted by blue and white signs at the head of each parking space, are only available to designated businesses and/or persons indicated on the Reserved Parking sign. Unauthorized use will be addressed by the Parking Office and may result in violation citations and/or towing of the vehicle at the owner’s expense. Reserved permit holder must park in the reserved spaces or pay for their parking at the hourly rate.

There is no smoking permitted in the parking garages. The parking garages are City of Traverse City owned buildings, which fall under the rules of the City ordinances.

## 7. Alternative Transportation

Summer events can reduce the number of spaces available. Permit holders are encouraged to consider other means of getting downtown during high impact events, such as, biking, walking, car-pooling, taking public transit ([www.bata.net](http://www.bata.net)).

Any rules or directions posted on a sign by the Parking Office are part of the program and must be followed. This program is subject to change without prior notification. Please contact Parking Services to acquire up to date parking information or visit our website at <https://www.traversecitymi.gov/government/city-departments/public-parking/>. Failure to comply with this program may result in revoked parking privileges.