

# Lambton County Community Services Housing Services Department Policy and Procedure Manual

SUBJECT: Designated Parking		INDEX NO.:2.017
EFFECTIVE: Jan. 1, 2001	APPROVED:	REVISED:

**Policy:**

This policy outlines procedures to follow when designating spaces for parking at complexes owned by the Corporation of the County of Lambton and managed by the Housing Services Department. Where parking space is available, a Tenant, with permission of the Housing Services Department, may be permitted to park one, owned, properly licensed and roadworthy passenger vehicle. The Housing Services Department will enact this policy on sites where parking space is limited.

**Procedure:**

Tenants requesting parking will complete a Request for Designated Parking, Index 3.024. A copy of vehicle ownership must accompany the Request for Designated Parking. If requesting a handicapped designated parking spot, a copy of the Ministry of Transportation window flyer must also accompany the request. The Request for Designated Parking will be submitted to the Housing Services Department.

Designated parking spaces will be numbered and each approved applicant will be given a designated spot. The tenant may be provided with a notice to be placed on the driver's side dashboard to identify it as a permitted vehicle.

Where parking spaces do not accommodate the number of applications, completed applications received will be included in a draw for each designated spot. The outstanding applications will be placed on a waiting list for a designated spot according to results of the draw. New tenants requiring parking spots will be placed on the waiting list chronologically with date of application of Request for Designated Parking. Where parking spaces do not accommodate the number of vehicles, it is the tenant's responsibility to locate alternate parking space.

Guest parking, where available, will be marked. Each tenant will be provided with one visitor parking notice. Visitors will be required to place this notice on their windshield and return the notice to the tenant when they leave the building.

The Housing Services Department reserves the right to remove any unauthorized vehicle at the owner's expense.