



Parking in Public Right-of-Way Permit

Applicant Name: _____

Address: _____

☐ Owner ☐ Lessee/Renter Phone No : (____) - ____ - ____

Email Address: _____@_____

If Leased, Owner Name: _____

Owner Address: _____ Phone No: (____) - ____ - ____

City Ordinance Section 36-95. Parking in Parkway.

Parkway means the portion of the City public right-of-way outside of the paved portion of the adjoining public street and where a public sidewalk is present, no farther than the outer edge of that sidewalk closest to the street. The parking of vehicles in the parkway is prohibited and all properties must be brought into compliance by June 1, 2016. When it is not possible to park a vehicle on a lot occupied by a one-or two-family dwelling due to site constraints and not personal circumstances, a waiver may be requested from the City to designate a parking space in the parkway if all of the following criteria are met:

1. No feasible alternatives exist on the on the lot that would permit the installation of a driveway and locating at least two (2) parking spaces on the lot. Under this circumstance, the property owner can apply to have up to two (2) parking spaces located in the parkway. The only time two (2) parking spaces are allowed in the parkway is when no parking spaces can be provided on the subject lot. If the removal of a fence or other structure would allow the provision for a driveway/parking space, this standard may be met.
2. Vehicles in the proposed parking areas in the parkway must be parallel parked to the street and not encroach into a public sidewalk, or paved portion of the street, prevent access to a fire hydrant or interfere with snow plowing operations or other maintenance.
3. A permanent continuous and uninterrupted hardened surface such as, but not limited to, asphalt or concrete must be used and properly maintained for any designated parking space. This means there can be no ruts or vegetation coming through the surface. It is also the responsibility of the property owner to improve the parkway area in the event that the City must make repairs to utilities or other items that cause damage to the existing, approved surface.

4. Only the approved parking space can be occupied by a vehicle, not other locations on the property;
5. The vehicles occupying the parking spaces must be licensed, registered, insured and operable;
6. A sketch plan must be submitted with the waiver request identifying the particular area within the parkway designated for parking spaces(s) and, if approved, all parking and any associated improvements must be and remain in compliance with said plan and any conditions of approval; and,

An application for a waiver must be submitted to the City Manager for review and approval to ensure that the above conditions are met. If the criteria are not met, the application will be denied and the reasons for the denial given. Appeals to a denial may be made to the City Council within 21 days of the denial, stating the basis, in writing, of the appeal. In reviewing the decision of the City Manager, the City Council shall base the decision on whether the above criteria have been met based upon the record before the City. This would include the above criteria related to the unique character of the property or feasible alternatives to the request.

APPLICANT SIGNATURE: _____

OWNER OF PROPERTY SIGNATURE: (IF APPLICANT IS LEASING THE PROPERTY)

DATE: _____

City of Cedar Springs

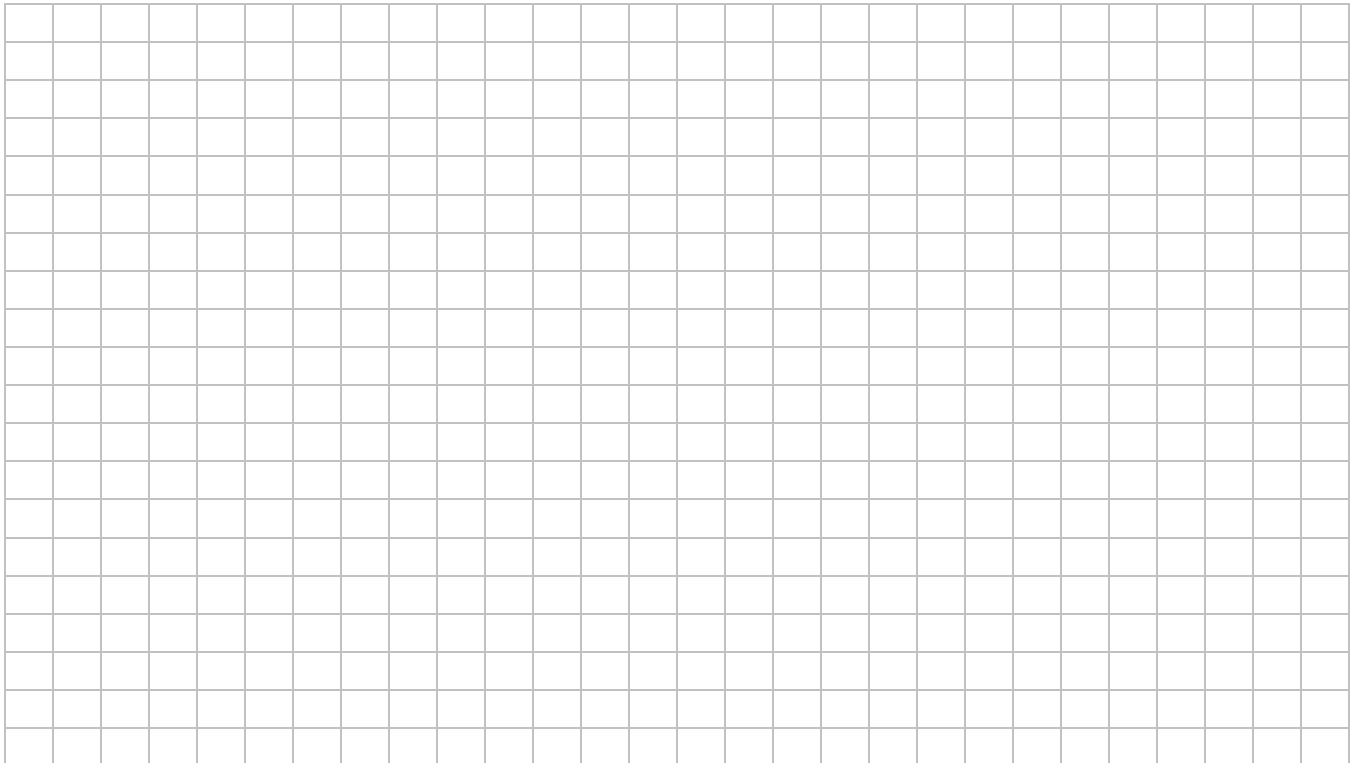
Parking in Right-of-Way ~ Property Sketch

- A complete and accurate drawing is required for all waivers.
- Applicant may attach drawing or photo (i.e. from www.accesskent.org or Google Earth) or use scale below.

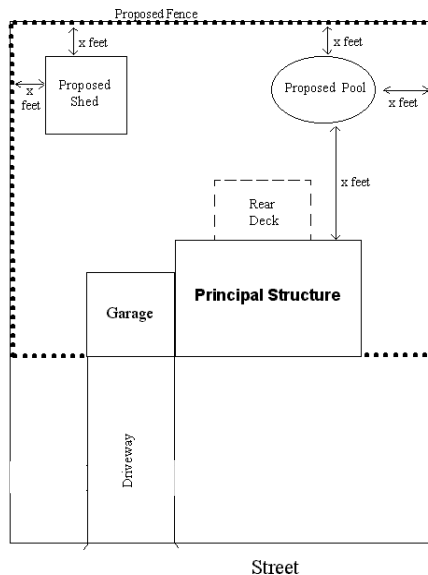
Address: _____ Parcel #: 41- _____ - _____ - _____ - _____

Please show and label:

- | | |
|---|--------------------|
| • Property lines | • Easements |
| • All setbacks (from front, side and rear property lines) | • Electrical Lines |
| • All structures | • Fences & Gates |
| • Approximate edge of any wetlands or streams on the property | • Pools |
| • County drains or water bodies on the property | • Streets |
| • Driveways | |



Example of
Complete
Property
Sketch:



CITY MANAGER'S REVIEW:

Do any feasible alternatives exist on the lot that would permit the installation of a driveway?

Would the removal of a fence or other structure allow for a driveway?

Does the proposed plan allow for the parallel parking to the street and not encroach into a public sidewalk, or paved portion of the street or prevent access to a fire hydrant or interfere with snow plowing or other maintenance?

Is the proposed parkway comprised of a continuous and uninterrupted hardened surface?

If property is leased/rented, does applicant have the property owner's approval? ☐ Yes ☐ No

City Manager Comments: _____

City Manager Approval: ☐ Yes ☐ No

City Manager Signature: _____ Date: _____