



## City of Sandusky, Ohio Downtown Resident Parking Program 2024 Policies

The purpose of the Downtown Resident Parking Program is to support the development of Downtown Sandusky into a vibrant mixed-use district, by which residents in the designated downtown parking district may conveniently park their vehicles in the district and exceed the signed time limitations. The City wishes to encourage the development of residential uses in this area.

### DOWNTOWN PARKING DISTRICT BOUNDARIES

For the year 2024, the Downtown Parking District is bounded by Sandusky Bay to the north, Hancock Street and Franklin Street to the east, Adams Street and Washington Street to the south and Decatur Street to the west.





**PROCESS FOR DESIGNATION OF RESIDENT PARKING SPACES**

Resident parking spaces shall be recommended to the City Manager by the Community Development Department, and if approved by the City Manager, forwarded to the Department of Public Works for journal entry and signing. The spaces will be determined based on the known and anticipated volume of residential units in the district.

**PROCESS FOR DETERMINING NUMBER OF PERMITS ELEGIBLE PER STRUCTURE**

The City shall set a maximum number of permits per building based on the number of documented units. The maximum number of permits per building/structure is as follows, and a one for one deduction will be made for privately provided spaces.

<u>Structure Unit(s)</u>	<u>Total Structure Permit(s)*</u>
1	2
2	4
3	6
4 plus	1.5 per unit <i>(round up if total falls on a half space)</i>

\*If parking is privately provided by the building owner, then the number of provided parking spaces will be subtracted from the total amount of available parking permits.

Available permits are limited to only one per person, with a maximum of two per unit.

**PROCESS FOR OBTAINING A RESIDENTIAL PARKING PERMIT**

To obtain a residential parking permit the resident must contact the City’s Division of Planning to make application for a parking permit. The application will be reviewed by Planning Staff and if the application is complete and the building has a permit available, a permit will be disbursed with an annual fee of \$20.

The application shall include the name, address and unit number, phone number, email address, license plate number of the individual who will utilize the resident parking permit, photocopy of driver’s license, and proof of address. To be eligible for the residential parking permit program, all rental units must be legally registered with the City’s Division of Code Enforcement. Each permit will be numbered, assigned to a specific unit, and the valid parking area will be identified for the permit holder.

Validity of Permits

Residential parking permits are valid for the year of which they have been applied for and will not be prorated. The permit fee for 2024 will be \$20 (twenty dollars). The tenant is responsible for returning/destroying the invalid permit when a new tenant occupies a unit. The property owner is responsible for informing the new tenant that residential parking permits are available through the Planning Division.

Should a parking permit be lost, the property owner or tenant must notify the City of Sandusky. The number of the lost permit will be ascertained from the City’s master list of permits and that permit will become invalid. The property owner or tenant may then request a replacement permit at the cost of \$5.00.

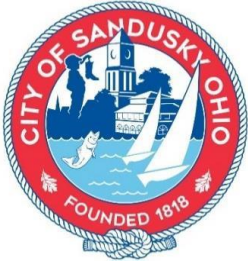


## PARKING PERMIT RULES

- Permits shall be distributed to the residential tenant ONLY, no more than one per person.
- Permits shall not be sold or transferred from one tenant to another.
- The City shall reserve the right to request information on the use of the permits at any time.
- It shall be the responsibility of the property owner to advise new tenants of the availability of the parking permit.
- It shall be the responsibility of the property owner to notify the City through the Division of Planning of any changes in the use of a building or in the number of residential units.
- Residents with permits may park in an area designated “Resident/Two-Hour or Four-Hour Parking” or “Resident Parking Only” or “Resident/24 Hour Parking” for a greater length of time regardless of the time of day or night. The use of a permit does NOT guarantee the resident a parking space, however, it permits greater flexibility to use designated parking areas. If a resident permit holder parks in a space that is not designated residential, they must abide by the posted time restrictions.
- Vehicles bearing permits must be operable and licensed. Permits shall not be displayed in recreational vehicles, buses, boats, or commercial vehicles.
- The use of a parking permit does **not** absolve the user from compliance with provisions of Title VII: Traffic Code of the Sandusky Code of Ordinances

### Display of Permit

Permit shall be displayed on driver’s side lower windshield. This will allow for the parking permit to be easily viewed by the Parking Enforcement Officer.



**COMMUNITY DEVELOPMENT**

*Division of Planning*  
240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5891  
www.cityofsandusky.com

**DOWNTOWN SANDUSKY RESIDENT PARKING | 2024 PERMIT APPLICATION**

APPLICATION DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Unit #: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LICENSE PLATE NUMBER AND STATE: \_\_\_\_\_

YEARLY PERMIT (\$20)

NOTE:

- Maximum of 1 permit per person and 2 permits per unit  
\*Buildings with greater than 4 units will have the number of permits available calculated by multiplying the number of units within the building by 1.5. (e.g., 40 units x 1.5 = 60 permits)  
\*\*Privately provided parking available for building residents will reduce availability of parking permits for that building.
- Permit and sticker expire December 31<sup>st</sup>, 2024.

I have read the City of Sandusky Downtown Resident Parking Policy and agree that it is my responsibility to stay abreast of updates and changes to the policy as they occur.

\_\_\_\_\_  
Signature of applicant

\*\* As part of the application process, proof of residency via a valid driver's license and a utility bill with current address or signed lease with the same name are required **annually**. Complete the application and mail or bring in person, with documentation and payment to: Division of Planning, 240 Columbus Avenue, Sandusky Ohio 44870. Please make checks payable to the City of Sandusky.

**FOR CITY USE ONLY:**

**VERIFICATION**

Permit No.: \_\_\_\_\_

**REQUIRED**  
\_\_\_\_\_  
Driver's License

**REQUIRED**  
\_\_\_\_\_  
Utility Bill

Total Cost: \_\_\_\_\_

OR  
\_\_\_\_\_  
Signed Lease

Reviewed by: \_\_\_\_\_

OR  
Other:  
\_\_\_\_\_

Replacement: Yes No