

Parking Policy

Revised July 23, 2024
Resolution 24-23-7-5

This policy applies to all parking areas owned or operated by the Madison Housing Authority (MHA).

The Madison Housing Authority regulates parking to ensure parking spaces are assigned fairly and used appropriately. Parking on MHA property is a privilege, not a right, and may be revoked for violations of this policy.

1 Parking Permit Requirements

To receive a parking permit and an assigned parking space, residents must provide:

- A valid driver's license
- A valid vehicle registration
- Valid proof of automobile insurance

Residents will not be issued a parking permit or placed on the parking waiting list until all required documents have been submitted.

Parking permits and supporting documents are reviewed annually.

2 Number of Parking Spaces

Parking spaces are assigned based on the property and availability.

- **Rexford Tucker Apartments:** A maximum of one (1) parking space may be assigned per apartment.
- **Family Properties:** A maximum of two (2) parking spaces may be assigned per apartment.

All parking assignments are subject to availability.

3 Parking Waiting List

When all parking spaces are assigned, MHA will maintain a waiting list.

- Residents must submit the required documents before being added to the waiting list.
- The waiting list is maintained in chronological order based on the date of application.
- Parking spaces are offered to the next eligible resident as they become available.
- Residents with a verified disability requiring accessible parking will receive priority on the waiting list.
- The waiting list is available for inspection at the management office.

4 Eligible Vehicles

Parking permits will be issued only for vehicles:

- Owned or leased by the resident;
- Registered in the resident's name;
- Registered to the resident's MHA address.

Commercial vehicles required as a condition of employment are exempt from the address requirement.

5 Parking Permits

Residents approved for parking will receive an MHA parking hangtag or decal, if parking is available.

Each hangtag is assigned to one specific vehicle and may not be transferred to another vehicle.

Residents are responsible for ensuring that a valid MHA parking hangtag is properly displayed whenever the vehicle is parked on MHA property.



PARKING POLICY — CONTINUED

6 Replacement Vehicles & Lost Hangtags

If a resident replaces a vehicle, the existing hangtag must be returned before a new hangtag is issued.

A \$50 fee will be charged for a lost hangtag and must be paid before a replacement is issued.

Residents who move out without returning their hangtag will have \$50 deducted from their security deposit.

7 Revocation of Parking Privileges

MHA may suspend or revoke parking privileges if:

- A vehicle causes damage to MHA property;
- A vehicle remains inoperable for more than 30 days; or
- Other good cause exists, as determined by MHA.

8 Resident Agreement

Residents receiving parking privileges must sign the Parking Application acknowledging that they have read and agree to comply with this Parking Policy.

Failure to sign the Parking Application will result in revocation of parking privileges.

9 Violations

Vehicles parked in violation of this policy may be ticketed and/or towed at the owner's expense.

Parking citations are issued and enforced by the Madison Police Department. Questions regarding a parking citation should be directed to the Madison Police Department.

10 Visitor Parking

Visitor parking is not available on MHA property.

Visitors must park on public streets and comply with all applicable Borough of Madison parking regulations, including overnight parking requirements. Residents are responsible for ensuring that any required overnight parking permission is obtained from the Madison Police Department.

**■ RESIDENT INFORMATION**

HEAD OF HOUSEHOLD _____

ADDRESS _____ UNIT _____

DRIVER'S NAME _____

■ VEHICLE INFORMATION

MAKE _____ MODEL _____ YEAR _____

TYPE _____ COLOR _____

LICENSE PLATE NO. _____ ASSIGNED SPACE # _____

■ REQUIRED DOCUMENTSPlease attach copies of the following **unexpired** documents.☐ Driver's License Exp. (MM/DD/YYYY) _____☐ Vehicle Registration Exp. (MM/DD/YYYY) _____☐ Proof of Automobile Insurance Exp. (MM/DD/YYYY) _____☐ Handicap Placard (if applicable) Plate No. _____**■ CERTIFICATION**

I have read and understand the Madison Housing Authority Parking Policy and agree to comply with its rules and regulations. I understand that the assigned parking permit and parking space may only be used for the vehicle listed on this application unless prior written approval is obtained from the Madison Housing Authority.

RESIDENT SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY**NEW ISSUE**

Assigned Space # _____

New Hangtag # _____

Comments _____

EXPIRED TAGSPrevious hangtag returned? ☐ Yes ☐ No

Previous Hangtag # _____