

Charlottesville Redevelopment and Housing Authority

PARKING AND TOWING POLICY

I. Purpose, Scope, and Enforcement

This Parking and Towing Policy (“Policy”) of the Charlottesville Redevelopment and Housing Authority (“CRHA”) is intended to help ensure the availability of parking for CRHA residents. This Policy applies to all CRHA properties with designated resident parking areas. The Executive Director (or any designee(s)) is authorized to enforce this Policy. This Policy shall supersede any existing CRHA policy pertaining to parking and towing.

II. Resident Vehicle Registration

All resident owned motorized vehicles (motorized vehicles requiring licensure/registration by the State of Virginia for operation on public roadways such as automobiles, motorcycles, mopeds, etc.) must be registered with your individual Property Management Office located on site or at the designated office site for your property. As a condition of registration, resident shall provide the following information for each vehicle:

- Make, Model, Color, and License plate state and number.
- The vehicle must be registered to the Leaseholder or a member of the Lease. Upon registration,
- Decals must be current AND the vehicle must be operable
- Parking Policy must be signed and dated by all adult household members

CRHA will issue a parking permit to be displayed on the rear back driver’s side windshield. The Parking Permit. Parking permits may not be transferred between residents or vehicles; each resident-owned vehicle must be registered separately. It is the responsibility of all residents to ensure that the resident’s vehicle(s) is registered with CRHA and that the parking permit is properly always displayed, in accordance with this Policy. Only (1) Permanent permit will be issued for each vehicle in the household that has been properly registered. No more than (4) Parking Permits will be issued per household. If the household has more than (4) registered vehicles the Guest passes must be used.

III. Guest Passes

CRHA shall issue to residents two guest passes per unit. (no longer will they be issued monthly). Residents are responsible for distributing and collecting guest passes from their guests. Guest passes shall be always hung from the rear-view mirror of the guest vehicle while parked on CRHA property. Lost passes will have a \$5.00 replacement fee. Vehicles driven by residents but not registered to the resident must display a guest pass. Guest passes will no longer display the unit address, instead, all visitors passes issued will be logged by number to the unit which it was assigned. The Resident to which the pass is issued shall be responsible for the activity and behavior of the person which “uses” said issued pass.

From time to time, residents and resident organizations may wish to host guests for specific, time limited events (family gatherings; etc.). In these situations, the resident may request temporary parking passes, in person, by phone or by email for pickup by the resident, for such events. Most requests can be met on the same day, however, as a courtesy we ask that you give us 48 hrs. advanced notice.

- Number of passes being requested?
- Time, date, and location of event (start and time)?
- The name, address, and telephone number of the resident host?

IV. Towing

At any time (Small Town Towing), Charlottesville Police Department, and CRHA have the authority to tow vehicles that are improperly parked. Any vehicle parking on CRHA property not properly displaying a valid Parking Permit or Guest Pass shall be towed without warning at the owner's expense, with the exception of the following:

- a.) Government, law enforcement and emergency vehicles (excluding buses; multi-axle vehicles).
- b.) Marked pick-up, delivery and administrative vehicles belonging to agencies and businesses in the process of providing goods or services to residents including social service and home healthcare providers.
- c.) Moving vehicles in the process of being used for resident move-in or move-out.

Between the hours of 10:00 PM to 6:00 AM, holidays excluded, vehicle towing may only be initiated at the direction of CRHA staff. During non-business hours, CRHA authorizes towing contractors to conduct vehicle towing activities when, at its discretion, towing contractor finds improperly parked or unregistered vehicles on CRHA property.

Owners of towed vehicles must contact the towing contractor to arrange for vehicle recovery. Towed vehicles will be subject to a towing fee of {See Page 4 for Fees} and a daily storage fee of {See Page 4 for Fees} after the first 24 hours. These fees are established by state law and are subject to change without notice. CRHA has no control over the fees incurred. Payment of these fees will be the responsibility of the vehicle owner. Payment of fees is to be made to the towing contractor. CRHA is not able to accept payments on behalf of or otherwise arrange for the payment or waiver of any fees. All payment and vehicle recovery arrangements are at the discretion of the towing contractor.

CRHA is not responsible for any damage to vehicles removed from the property for violation of this parking policy.

V. Parking Permitted in Designated Areas Only

Parking spaces are not assigned to specific apartments. Any vehicle not parked within an individually marked, designated parking space shall be towed without warning at the owner's expense, regardless of whether such vehicle displays a resident registration sticker or guest pass. This includes any vehicle parked in marked no parking areas or a space designated for disabled individuals that does not display a valid disabled parking placard or license plate. Parking of vehicles is not permitted in non-designated areas (common areas, front yards, handicapped spaces, yellow curbed lines, in front of dumpsters; etc.).

VI. Lost Resident Permit Stickers and Guest Passes

The initial parking permit (2) is free of charge. Residents are responsible for promptly reporting lost or stolen resident parking permits and guest passes. All resident parking permits and guest passes shall be returned upon resident move-out. CRHA will charge a \$5.00 replacement fee for all lost, stolen, or damaged parking and guest passes. Should you purchase a new vehicle, you must register the new vehicle and return the parking pass for the previous vehicle to the Rental Office.

VII. Inoperable Vehicles

No inoperable vehicles may be parked in CRHA parking areas, per Charlottesville City Code Section 5-150. For the purposes of this policy, an inoperable vehicle is considered a vehicle which is not in operating condition, does not display a valid license plate or inspection decal, or vehicles that have been left unattended for more than 5 days. As a courtesy to residents, CRHA shall provide one written warning (by sticker affixed to the vehicle) at least **30 Days** in advance of towing any inoperable vehicle properly displaying a valid resident parking permit or guest pass. Thereafter, any inoperable vehicle properly displaying a valid resident parking permit or guest pass remaining upon CRHA property shall be towed without further warning at the owner's expense. All other inoperable vehicles not displaying a valid resident parking permit or guest pass will be towed without warning at the owner's expense. CRHA will notify residents in writing of the risk of tow in addition to posting a warning sticker on vehicle.

VIII. Miscellaneous

No parking permits will be issued unless the household is in Good Standing according to CRHA policy. Good standing included but is not limited to: **In favor or on good terms with Someone/Company/Landlord. Abide by your contract/ Lease AND follow the policies in your contract/Lease.**

No Repairs (with the exception of changing a flat tire or getting a jump) (including washing of cars and changing oil) may be done to vehicles anywhere on CRHA property.

Any vehicle parked in a non-designated area, such as the grass, fire lanes, or in front of a dumpster will be towed vehicle owner's expense without further notice. If a permit has been issued to the improperly parked car, future privileges may be revoked and/or suspended after 1 courtesy warning.

Commercial Vehicles, due to a resident's place of employment, may obtain a parking permit. A letter from the resident's employer stating the resident is required to keep the vehicle at their residence may be required. (Requires review on a case-by-case basis).

Boats, trucks, campers, oversized vehicles, golf carts, four-wheelers, or any other recreational vehicles are not allowed to be parked on the premises.

Moving trucks or other vehicles are not allowed to park on the grass, sidewalks, or other landscaped areas.

CRHA has designated the following holidays as "NO TOWING" days: Thanksgiving Day, Mother's Day, Father's Day, Easter, Christmas Eve, Christmas Day, New Year's Eve & New Year's Day, Juneteenth & July Fourth Holiday.

Small Town Towing

located at 1965 Snow Point Lane

Charlottesville, VA 22902

Impound \$150.00

Drop Fee \$50.00

After 24 hours stored \$85.00 a day

We look forward to hearing from you!!!!

Email: Tow@cvilleerha.com

I have read and understand the above Parking Policy for my Community:

Parking Registration for: Full Name & Address:

I have read and understand and agree by the CRHA Parking Policy for my community:

Resident Signature Date

Resident Signature Date

Resident Signature Date

Make Model Color License Plate Parking Permit No.

Make Model Color License Plate Parking Permit No.

Make Model Color License Plate Parking Permit No.

Visitor Permit No. Visitor Permit No.

CRHA Staff

Date