

# **Permit and Paid Parking Policy**

## **Town of Bar Harbor**

Applications for permits will be done entirely online. The town has contracted with IPS Group to manage the process. Permit applications will be obtained, completed and managed through the IPS Group portal. Permit approvals will be done during normal business hours, typically Monday through Friday 8:30 AM to 4:30 PM. Permit approvals will normally not be done on holidays and weekends.

Unless otherwise stated, all permits are good for one season.

### **I. Permit Types:**

- A. Resident Vehicle Permit- A person whose vehicle registration is within the Town of Bar Harbor and who pays excise tax to the Town of Bar Harbor shall be eligible to apply for one free seasonal parking permit for each registered vehicle.

*Application Requirements:*

*Fee: \$0*

*Application Materials Required: II. B. 4*

*Application Approval by Finance Department during normal business hours*

- B. Employee Vehicle Permit- Any employee residing outside of the Town of Bar Harbor who is an employee of a Bar Harbor business shall be eligible to apply for a seasonal parking permit.

*Application Requirements:*

*Fee: \$30.00 plus transaction fees*

*Application Materials Required: II. B. 3, 5*

*Application Approval by Finance Department during normal business hours*

- C. Non Resident Vehicle permit- Non Resident Property Owner Permit: Any person who does not qualify for the Resident Vehicle Permit but who owns residential property and pays property taxes to the Town of Bar Harbor, shall be eligible to apply for a Non Resident Property Owner Permit for each registered vehicle.

*Application Requirements:*

*Fee: \$150.00 plus transaction fees*

*Application Materials Required: II. B. 2, 3*

*Application Approval by Finance Department during normal business hours*

- D. Commercial Fishing Permit – Commercial Fishing Permit: Any person who fishes commercially shall be eligible to apply for a Commercial Fishing Permit; limited to one parking space per commercial mooring. Issuance of this permit is limited to 30 per year.

*Application Requirements:*

*Fee: \$5.00 plus transaction fee*

*Application Materials Required: II. B. 2, 3, 7*

*Application Approval by the Harbormaster during normal business hours*

- E. Municipal Employee Permit: Any Municipal employee shall be eligible to apply for a Municipal Parking Permit for parking in the Municipal Building Kiosk Lot.

*Application Requirements:*

*Fee: \$0*

*Application Materials Required: II. B. 3, 5*

*Application Approval by Finance Department during normal business hours*

- F. Bed & Breakfast Permit- Any Bed & Breakfast owner who requires on street parking for guests only in the "Permit Parking Only" designated areas shall be eligible to apply for a Bed & Breakfast Permit.

*Application Requirements:*

*Fee: \$750.00 per permit plus transaction fees*

*Application Materials Required: II. B. 2, 6a, 6b*

*Application Approval by Parking Enforcement Personnel during normal business hours*

- G. Guest of Resident Permit- Guest of Resident Permit: Any guest of a resident who requires a permit for on street parking shall be eligible to receive a Guest of Resident Permit for parking in "Permit Only Parking" for a period of one day in duration.

*Application Requirements:*

*Fee: \$0 plus transaction fees*

*Application Materials Required: II. B. 11*

*Application Approval by Parking Enforcement Personnel or Finance Department during normal business hours*

- H. Resident Recreational Boater Permit- Resident Recreational Boater Permit: Any resident recreational boat owner shall be eligible to apply for a Resident Recreational Boater Permit for parking in the boat trailer parking spaces in the Newport Drive Parking Lot. This permit has a one day duration.

*Application Requirements:*

*Fee: \$24.00 plus transaction fees*

*Application Materials Required: II. B. 2, 3, 7*

*Application Approval by the Harbormaster or Parking Enforcement Personnel during normal business hours*

- I. Contractor/Dumpster Use of Space Permit – Contractor/Dumpster Use of Space Permit: Any contractor shall be eligible to apply for a Contractor/Dumpster Use of Space Permit where there is a verifiable lack of private property area to complete a physical improvement to the property under an approved Building Permit. This permit is limited to 5 days in duration.

*Application Requirements:*

*Fee: \$24.00 per metered space/day*

*Application Materials Required: II. B. 6a*

*Application Approval by Parking Enforcement Personnel during normal business hours*

- J. Special Events Permit- Any person shall be eligible to apply for a Special Events Permit for any event requiring the blocking off of one or more paid parking spaces. This permit has a one-day duration only.

*Application Requirements:*

*Fee: \$24.00 per metered space blocked*

*Application Materials Required: II. B. 6a*

*Application Approval by Parking Enforcement Personnel during normal business hours*

- K. Hospital Permit: Up to 350 permits shall be issued for hospital employees to park only in the hospital zone (Hancock, Wayman, Oliver, Center, Snow, Stanwood Place and Livingston Streets). No more than 45 permits shall be eligible for on street parking at any one time. Parking spaces are not guaranteed.

*Application Requirements:*

*Fee: \$0 plus transaction fees in the amount of \$1750.00 annually*

*Application Materials Required: II. B. 3*

*Application Approval by Finance Department during normal business hours*

- L. College of the Atlantic Student Permit: Any College of the Atlantic student shall be eligible to apply for a student parking permit to park in "Permit Parking Only" areas.

*Application Requirements:*

*Fee: \$30.00 plus transaction fees*

*Application Materials Required: II. B. 3, 10*

*Application Approval by Finance Department during normal business hours*

- M. Home Business/Weekly Rental Permit: Any business owner/weekly rental business owner shall be eligible to apply for a Home business/Weekly Rental Permit for on street parking for guests in the “Permit Parking Only” areas.

*Application Requirements:*

*Fee: \$750.00 per permit plus transaction fees*

*Application Materials Required: II. B. 2, 6a, 6b*

*Application Approval by Parking Enforcement Personnel*

- N. Municipal Guest Permit- Municipal Guest Permit: These permits shall be issued through the Finance and Police Departments to accommodate parking for guests attending meetings or conducting Town business with Town staff, as directed by Department Heads or their designee. These permits shall be valid for both kiosk and metered spaces. These permits have a one day duration only.

*Application Requirements:*

*Fee: Transaction fees paid by the Town*

*Application Materials Required: II. B. 3*

*Application Approval by Finance Department*

## II. Permit Parking Rules

- A. Permit holders may park their permitted vehicle anywhere designated “Permit Parking Only”. Availability of parking within any designated area is not guaranteed. Permit holders must follow the appropriate payment and parking rules if parking within a metered or kiosk area. A parking ticket will be issued if the vehicle is parked outside of a designated permit area or in non-compliance with parking regulations of the Town of Bar Harbor. Parking regulations are enforced during the established Bar Harbor Parking Program schedule. Unless otherwise stated, Permits will be valid from the date of issuance through October 31 of each year. Violation of these guidelines may result in a parking ticket and or revocation of permit.

1. Parking Permits are not required on the 4<sup>th</sup> of July holiday.

2. Parking enforcement on Sundays shall be from 12pm to 6pm.

- B. Information that may be needed to apply for permits depending upon type in Section I.

1. A valid driver’s license

2. Proof of property owner ship within the Town, such as a tax bill or utility bill.

3. Proof of current excise tax and registration.

4. Proof of current excise tax and registration in the Town of Bar Harbor.

5. Pay stub or signed letter from employer.
6. Proof of resident, business, lodging (B&B) ownership:
  - a. Parking spaces available on premises.
  - b. Number of beds or sleeping accommodations
7. Proof of mooring registration.
8. Proof of current Building Permit
9. Approval from Department Head
10. Valid student id card
11. License Plate Number

- C. Permits are not interchangeable between vehicles unless otherwise allowed herein
- D. The Town of Bar Harbor reserves the right to deny a permit request and/or revoke parking permits for blatant non-compliance and abuse of the permit rules at any time.
- E. There are no full or partial refunds on permit purchases.

### III. Location of and Signage for Permit Areas

Permit area signs to read:

***Parking by Permit Only***

***May-Oct.***

***9 am – 6 pm.***

#### A. Locations Parking Areas Requiring a Permit

**Permit Parking (streets within the area between Cromwell Harbor Road, Kebo Street, Eden Street where parking is not otherwise prohibited)**

- Ash Street
- Atlantic Ave
- Billings Ave
- Brewer Ave
- Bridge Street
- Center Street
- Davis Place
- Derby Lane
- Des Isle Avenue
- Edgewood Street
- Federal Street
- First South Street
- Glen Mary Road
- Greeley Ave
- Hancock Street
- High Street
- Kennebec Ave
- Kennebec Place
- Ledgelawn Ave
- Livingston Road
- Maple Ave
- Michigan Ave
- Myrtle Ave
- Newton Way
- Norris Ave
- Oliver Street
- Park Street
- Pleasant Street
- Roberts Ave
- Rodick Street
- School Street
- Shannon Road
- Shannon Way
- Snow Street
- Spring Street
- Stanwood Place
- Waldron Road
- Wayman Lane

\*West St (Eden to Holland, south side)

IV. 15 Minute Parking Spaces

A. Signs to read

***15 Minute Parking Only***

***9 am – 8 pm***

B. Locations of areas for 15 minute parking spaces

- Cottage Street
  1. Four spaces north side directly in front of the Post Office
  2. Two spaces north side between Ash Place and Holland Avenue
- Mount Desert Street
  1. One space north side across from the Jesup Library

V. Paid Parking Areas

A. Locations of areas for paid parking (meters and kiosks)

- West Street - from Town Pier to Eden St.(except south side Eden to Holland)
- Cottage Street - from Main St. to Eden St.
- Mt. Desert Street – from Main St, to Ledgelawn Ave.
- Main Street – from West St. to Park St.
- Main Street RV Parking (Ballfield)
- Firefly Lane
- Rodick Place
- Bridge Street Parking Lot (Casino)
- Backyard Parking Lot
- Kid’s Corner Parking Lot
- East Municipal Building Parking Lot
- Central Parking Lot (Old PD Lot)
- Grants Park
- Newport Drive Lot
- Town Pier Parking Lot

B. Rates for Paid Parking

1. Paid parking is \$2 per hour and is restricted to one four hour session for each vehicle in the following meter locations:
  - a. On Main St. from West St. to Hancock St.
  - b. On Cottage St. from Main St. to Rodick St.
  - c. On West St. from Main St. to Bridge St.
  - d. On Mt. Desert St. from Main St. to Kennebec St.
  - e. On Firefly Lane – all spaces
2. The fee of \$2 per hour in the following parking lots: Backyard, Central Parking, Grants Park, Newport Drive and Town Pier.
3. The fee is \$1.50 per hour for all metered areas not listed in 1 above and all remaining kiosk areas on the streets and parking lots.
4. Parking meters and kiosks shall operate on Sundays from 12 pm to 8 pm.

- C. Ferry Terminal Site – ferry passenger vehicle fee is \$12.00 per night for overnight parking.
- D. No fee parking in designated areas near Municipal Building by Parking Enforcement Personnel on Election Day.
- E. No fee parking on July 4<sup>th</sup> holiday.

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LEGISLATIVE HISTORY

- 3-19-19 – Introduced to Town Council
- 4-16-19 – Adopted by Town Council
- 5-7-19 – Amended by Town Council
- 5-21-19 – Amended by Town Council
- 7-1-19 – Amended by Town Council