

Seymour Housing Authority Parking Policy – Elderly Communities

THE BOARD OF COMMISSIONERS OF THE SEYMOUR HOUSING AUTHORITY RESOLVE THAT THE FOLLOWING BE THE PARKING POLICY FOR THE REV. CALLAHAN HOUSE AND NORMAN RAY HOUSE DEVELOPMENTS:

All tenant owned vehicles must be registered with the Seymour Housing Authority. All tenants will be issued a Seymour Housing Authority Parking sticker, which must be placed prominently in a conspicuous place on their rear window of their vehicle.

In as much as the Seymour Housing Authority does not have sufficient enough spaces for all of its occupants, those tenants who do not have an assigned parking space must park on the street in accordance with the Town of Seymour Parking Regulations.

1. All residents must provide the Seymour Housing Authority with a copy of current registration and insurance for their motor vehicles.
2. The Seymour Housing Authority will issue parking stickers to only those residents who provide proper documentation to this office.
3. A maximum of one parking sticker will be issued per housing unit. Households with more than two (2) vehicles must park the non-stickered vehicles on the street, in accordance with the Town of Seymour Parking Regulations.
4. Only those cars with parking stickers are to be parked on Seymour Housing Authority property. The lots are for residents only.
5. Motorcycles are considered motor vehicles.
6. There are a limited number of assigned parking spaces. Those tenants who have not been assigned a space must park on the street in accordance with the Town of Seymour Parking Regulations.
7. Parking on lawns and sidewalks is prohibited.
8. No major motor vehicle repairs are allowed on Housing Authority property.
9. Any vehicle found in a Seymour Housing Authority parking lot without a sticker will be towed at the owner's expense.
10. It is the responsibility of the resident to inform guests that the parking lots are for residents only.
11. Guests are to park on the street in accordance with the Town of Seymour Parking Regulations.
12. It is the responsibility of the tenant to provide the Authority with documentation of renewed registration and insurance.
13. It is the responsibility of the tenant to inform the Authority when they are getting a new vehicle or getting rid of a vehicle. If a resident permanently gives up a vehicle the parking space will be assigned to the next person in line on the on street parking waiting list in a first order of priority method. If a resident is replacing the vehicle, a three-week grace period between vehicle ownership will

be granted. If a residents vehicle becomes inoperable and is removed from the lot and not replaced within the three week period, the parking space will be relinquished to the next person in line on the on street parking waiting list. The resident that relinquished the parking space will be placed on the on street parking list as of the date they report a new vehicle.

14. Any resident with a vehicle, which is legally registered and parked in a Seymour Housing Authority parking lot, but has not moved in a 72 hour period, may be tagged by the Authority. The resident is to call the Authority to inform the Authority as to the status of the motor vehicle. Failure to respond to the Authority may result in the motor vehicle being towed from Housing Authority property at the discretion of the Executive Director.
15. It is the Seymour Housing Authority's responsibility to maintain the parking lot in a manner consistent with Uniform Physical Condition Standards. To achieve this goal, resident/vehicle owners shall be required to make repairs to their vehicles or lose their assigned parking space resulting in parking on the Street. Anyone who possesses a vehicle parked in the parking lots that the Seymour Housing Authority has determined to be excessively leaking in a sufficient manner as to destroy the asphalt pavement shall be required to make necessary repairs within a 14 day period or lose the assigned space. Residents that loose the parking privilege in the manner described above will be considered for an off street parking space once evidence of the repair has been presented to the Office. If there is a waiting list to gain an off street parking space, then they will be placed on that list on the date they have provided proof of the repair. However, if there is an immediate space available, then the resident would be assigned that space.
16. The Callahan House parking lot provides two visitor handicap parking spaces (#s 13 & 36) and three assigned handicap parking spaces (#s 10,11,&12). When residents relinquish or otherwise vacate an assigned handicap space, the space shall be reassigned to a resident who posses a handicap parking permit. Handicap parking spaces will be assigned by the Seymour Housing Authority based on policy and procedure described in this document and the Seymour Housing Authority shall not discriminate, on account of race, color, sex, religion, familial status, disability or national origin in the assignment of handicap parking lot spaces. The space will first be offered to individuals from the on street parking waiting list who posses a State issued parking permit on a first order of priority basis consistent with general assignment of spaces. If no one on the on street parking waiting list qualifies for the relinquished space, then residents with existing assigned spaces in the lot who have a State issued parking permit will be given the opportunity to obtain a handicap space on a first order of priority basis (by seniority). Seymour Housing Authority staff will survey the residents who have vehicles and assigned spaces to determine who posses a State issued handicap parking permit. We will then determine the seniority of those identified individuals to determine who will be assigned to the space that was made available.
17. When an off street parking space becomes available that is relatively close to the main entrance of the building, or in the row of spaces closest to the building, Seymour Housing Authority staff and administration will first assign the space to an individual from the on street parking waiting list who based on the assignment of spaces established in this policy will receive a space assigned on a first come first serve basis. If no one is left on the on street parking list and a space becomes available, then the space will be offered to residents with existing assigned spaces in the lot who have an identified physical need to be parked closer to the building. The identity of the need will be made by surveying the

individuals who have vehicles and are assigned of street parking spaces that are not in the front row of spaces closet to the building (spaces #s 3 thru 19). Those claiming in the survey to need the space will provide a Physicians note to document the need to be moved closer. Those identified and documented individuals will be selected for the space based on first order of priority (by seniority). The selection shall be made based on this criteria and the Seymour Housing Authority shall not discriminate, on account of race, color, sex, religion, familial status, disability or national origin in the assignment of parking lot spaces.

18. When spaces become available in accordance with paragraphs 15 and 16, Seymour Housing Authority staff will contact the residents by mail or otherwise hand deliver notices by memo. The Seymour Housing Authority will not accept unsolicited requests for parking space transfers.
19. Stickers are non-transferable.
20. Spaces are non-transferable with the exception of paragraphs 15 and 16.
21. Temporary parking permits. In the event a resident with an assigned parking space has reason to use an alternate vehicle, said resident may obtain a Temporary Parking Permit. This temporary permit is to be displayed in the alternate vehicle when parked in the lot. Residents using temporary parking permits are allowed only to use their own assigned parking space. Alternate vehicles must be properly registered & insured. The alternate vehicle may also be a visitor's vehicle, providing the resident's vehicle is property parked elsewhere, i.e. the street. Visitor's temporarily using a resident's spot are to adhere to all the parking policy rules as well as the rules and regulations of the Rev. Callahan House, and particularly pertaining to visitors & guests. Temporary parking permits may be obtained at the offices of the Seymour Housing Authority, 28 Smith Street, Seymour, CT 06483 or by contacting the Callahan House Resident Council.
22. RESPONSIBILITY FOR DAMAGE, THEFT, OR INJURY: The Seymour Housing Authority is not responsible for damage to or theft of your vehicle or the contents of the vehicle. The Seymour Housing Authority will not be responsible for any personal injury occurring at the parking locations.

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