

**Downtown Traverse City
Permit and Bike Locker Waitlist Policy
Revised January 2021**

The City's public parking system, managed by the Downtown Development Authority (DDA), makes parking available to downtown employees, residents, and visitors. Downtown parking permits provide a convenient method of securing long-term parking. Parking permits and bike lockers are based on availability.

1. Waitlist

Waitlists are implemented when sales capacity threshold have been reached. Waitlists are used to track individuals waiting to purchase permits or bike lockers. Any individual who would like to be considered once space is available must be on a waitlist as sales will be offered to the waitlist first before becoming available to the general public.

2. Sign-up

Individuals may sign-up for a waitlist (1) through the online portal <https://downtowntc.t2hosted.com/>; (2) email parking@downtowntc.com; or (3) by calling the office (231) 922-0241.

You must provide your name, phone number and email address. **The email address on your account will be used for award notifications** as email is the fastest method of communication. Be sure emails from parking@downtown.com are marked as "safe" to avoid going to spam.

3. Rank Position

Waitlist position is determined by request date. You can view your position on the waitlist in the online portal.

4. Award

When a permit or bike locker becomes available, you will be notified with an award letter via mail or email. You will have 14 days to respond and purchase your permit or bike locker. Failure to purchase within the award period will result in forfeiting the award and you must go back on the waitlist.

5. Rights and Privileges

Permit holders are licensed for the use of one parking space per parking permit. Parking permits provide the holder access to available parking on a first come first park basis. A Surface Permit does not guarantee a space in any specific lot or a Garage Permit does not guarantee a space in any specific garage. There are times when certain facilities will become full. Refunds are not given for those unable to find a space.

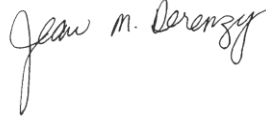
6. Responsibilities

It is the responsibility of the permit holder to renew their permit or bike locker prior to or on the expiration date. **There is no grace period for renewals.** If permit sales are restricted and availability subject to waitlist only, anyone who has an expired permit or bike locker will forfeit their renewal eligibility and must be added back to the waitlist. Renewed permits will not be mailed, and must be picked up at the Parking Office. Bike lockers that have expired will result in loss of locker. Any unclaimed items will be removed and turned over to the Traverse City Police Department. When lockers are forfeited, a \$45.00 fee will be applied for the replacement of the bike locker core.

7. Policy

This policy is subject to change without prior notification. Please contact Parking Services to acquire up to date parking information or visit our website at <https://www.parking.downtowntc.com/services/permits>. Failure to comply with this policy may result in revoked parking privileges.

Any questions or concerns can be directed to the Parking Office.



Traverse City Parking Services
303 East State Street
Traverse City, MI 49684
Monday thru Saturday 8 AM to 10 PM
Sunday 8 AM to 6 PM
Phone (231) 922-0241

Jean Derenzy
CEO, DDA



Nicole VanNess
Transportation Mobility Director, TC Parking Services

parking@downtowntc.com