

Chelsea Housing Authority
Parking Rules and Regulations

Amended: September 21, 2016

Resident parking decals will be issued annually during the month of October. The resident parking decal will be colored-coded differently for each year and will include the license plate number. CHA residents that wish to park their vehicles on CHA properties must provide the required documents necessary to obtain a parking decal and affix the decal as described below no later than October 31st annually. Any vehicle on CHA property without the required parking decal will be towed *at the owner's expense*.

Each year between October 1st and October 31st all CHA resident's that have a vehicle parked on CHA property must report to the Main office to obtain the annual CHA Resident Parking decal. CHA residents must submit valid driver's license, valid registration with the CHA address on all documentation.

1. All automobiles parked in resident parking designated areas must have a CHA resident parking decal clearly affixed to the driver's side ***front*** window of automobile. (See instructions)
2. Automobiles (excluding those with ***official*** license plates) using the resident only parking spaces without the appropriate CHA resident parking decal and without express written authorization of the Authority will be towed at the owner's expense.
3. CHA resident parking decal are color-coded and are valid *only* for the year indicated.
4. Resident parking decals are ***limited to one per household***. The car must be registered to a household member in good standing on the current lease.
5. At all times, automobiles must be registered and insured in accordance with Massachusetts General Laws, and have a valid inspection sticker. Automobiles which do not display a valid and current registration, or are unregistered and/or uninsured for any period of time, will be towed at the automobile owner's expense.
6. Car repairs are not allowed in CHA parking areas. Automobiles with flat tires, resting on jacks/repair blocks, with a general appearance of abandonment, or which is a safety hazard to the public, or an attractive nuisance to children in the development, will be towed at the automobile owner's expense.
7. Cars not parked completely within the designated lines of the parking spaces are also subject to towing.
8. The Authority must be advised immediately if the automobile assigned to a CHA resident parking decal has been sold, or is no longer in active use. The CHA resident parking decal must be *removed and returned* to the Authority.

9. Re-issuance of a decal will only be allowed under the following circumstances:

- Resident must provide proof of Front window replacement.
- Resident must provide proof of newly- purchased automobile.
- Resident must return old CHA Resident Parking decal

In these circumstances, be certain to inform the Authority immediately and obtain a new CHA resident parking decal from the Main Office *before* parking in Resident Parking or you will be towed. **Permits may be obtained at the main office (54 Locke Street) during regular business hours.**

10. Do not swap or exchange CHA resident parking decals as they are registered to the automobile, not the resident. Any automobile that has a permit on it that was not assigned by the Authority will be towed at the owner's expense.

11. Advise your family, guests, and visitors of the Authority's parking and towing procedures. Do not allow family, guests or, home health aides, etc. to use Resident Parking spaces or park any other automobile in restricted areas.

12. Observe all parking rules, regulations and all posted signs relating to parking, including winter season parking, overnight parking, snow removal parking, and restricted parking. Failure to do so may result in fines, towing, or revocation of parking privileges.

13. During inclement weather (snow, hail, sleet, and rain) "Space Savers" are prohibited on **ALL CHA properties.**

14. Double parking, in or near any parking space or parking area is prohibited, as this may obstruct the right of passage of another automobile. Driving or parking on lawns, sidewalks, or playground areas is prohibited. Cars parked in any other than an authorized parking area will be towed.

15. All towing and storage charges are at the expense of the automobile owner.

16. If your registered automobile has been in an accident or is in for service and you are driving a loaner or rental car, you must come in to the Authority during regular business hours and get a temporary parking permit. This hanging temporary permit must be displayed on your rearview mirror with the expiration date facing forward and must not be obstructed. Residents, contractors and other automobiles that have been issued a temporary permit must abide by all of the CHA parking rules or may be fined and towed at the owner's expense.

17. In the event that your automobile is towed you should contact the Towing Contractor directly. All towing, storage and administrative fees will be paid directly to the Towing Contractor.

18. Any concern/conflict regarding parking privileges are to be discussed with the Property Manager of the development. The Executive Director or his/her designee will make any decisions regarding all concerns/conflicts/resolutions regarding parking issues.

19. Resident Officers and/or Housing Employees will be issued CHA employee parking permits, which will enable parking at all Chelsea Housing Authority developments.