



Town of Chapel Hill  
 Parking Services  
 150 E Rosemary St  
 Chapel Hill, NC 27514  
 919-968-2758

## Downtown Employee Parking Permit

[parking@townofchapelhill.org](mailto:parking@townofchapelhill.org)  
[www.parkonthehill.com](http://www.parkonthehill.com)

Date: \_\_\_\_\_

Business Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Details:**

Effective 11/11/2021, Downtown Employee Parking Permits are issued on a month-to-month basis, and may be cancelled at any time by the permit holder or the Town of Chapel Hill by giving at least thirty (30) days written notice. Written notice to the Town should be sent to [parking@townofchapelhill.org](mailto:parking@townofchapelhill.org). Permits should be returned to Town Hall (405 Martin Luther King, Jr Blvd); failure to do so may result in a \$25.00 charge.

- Up to 10 permits are available for the service industry downtown business for employees to park in designated lots starting at 3:30 p.m. each day
- Permits are usable in designated parking lots/areas after 3:30 pm, Mon-Sat.
- Permits are transferable between employees; the business may decide how to administer them to fit their needs.
- Permits are a hangtag that should be displayed from the rear-view mirror.
- The purchase of a parking permit does not guarantee a parking space in a particular location; however, there are five parking locations where the permits are usable.

Monthly permit holders will receive a billing statement/invoice that is due no later than 10th day of the month. Please make out checks to Town of Chapel Hill and mail payments to Parking Services, 150 E Rosemary St, Chapel Hill, NC 27514, or call 919-968-2760, M-F between 8:30am and 4:15pm to pay via credit card (Visa, MasterCard or American Express). Accounts with a past due balance over 30 days will be considered delinquent and your parking permit may be revoked.

### **Designated Parking Locations:**

These permits are usable after 3:30pm, Mon-Sat in the following locations only:

- Wallace Parking Deck
- West Franklin/Basnight Lane Lot
- On-Street Parking spaces on W Cameron Ave, west of Kenan St
- 140 West Deck
- Mallette St Lot

I have received, read and understand the above rules and regulations:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **TO BE COMPLETED BY OFFICE:**

| DATE: | # OF PERMITS ISSUED: | AMOUNT PAID: | PERMITS ISSUED BY: |
|-------|----------------------|--------------|--------------------|
|       |                      |              |                    |