

Memorandum

To: Service Vehicle Permit Applicants
From: Robert C. Stein, Senior Planner
Date: 12/15/08
Re: 2009 Service Vehicle Permits

If you wish to purchase a Service Vehicle Permit, please complete the attached application and return it to the City of Fargo, Department of Planning and Development. The permits will be issued within 1-2 days after the application has been received, reviewed and approved by the City. **The permit fee must be submitted with your application.**

The existing 2008 permits will be honored until January 15, 2009. You must display a 2009 Permit after that date.

Please review the policies below to ensure that you qualify for a Service Vehicle Permit. If you do not meet all of the requirements, your request will be denied. The following policies are in effect:

1. Parking Permits will be sold only to service companies (such as plumbing, electrical, etc.) that have specialized service vehicles which need, on occasion while service is being performed, to park in restricted areas in order to provide service to their customers. These vehicles must be equipped to carry tools, specialized equipment, and/or materials that need to be accessible to the service person. The service person must be working on site.
2. All vehicles requesting a vehicle permit must be titled or leased to the business requesting the permit.
3. The name of the business must appear on the permitted vehicle.
4. Any City employee requesting a permit for City business must have a department/division head approval letter stating the reasons the employee needs the permit.
5. All permit denials may be appealed to the Parking Commission.
6. The permit fee is \$100 for the year. Permits purchased after 1 July 2009 will be \$50 for the remainder of the year, and permits purchased after 1 October 2009 will be \$25 for the remainder of 2009.
7. A service vehicle permit may be purchased for a designated 3-month or 6-month period at any time in the year, but not overlapping years. The charge for a three-month permit is \$25; the charge for a 6-month permit is \$50. All other policies of the service vehicle permit program must be met.
8. The permit must be displayed in the vehicle, visible to parking enforcement personnel approaching from the rear street side. The permit will allow overtime parking only while undertaking legitimate business in the area. All other parking regulations must be obeyed. This includes the prohibition of parking across crosswalks, in front of fire hydrants, and in areas of banned parking.

If you have any questions, you can contact me at 241-1474.



Department of Planning & Development
 200 North Third Street
 Fargo, ND 58102
 Phone: 701.241.1474
 Fax: 701.241.1526
 E-Mail: planning@cityoffargo.com
www.cityoffargo.com

SERVICE VEHICLE PERMIT APPLICATION

(PLEASE PRINT)

Application is made this _____ Day of _____, 2009 for _____ permit(s).

Does the business own or lease the vehicle? Yes No

Name of business that owns or leases the vehicle: _____

Business address: _____

City _____ **State** _____ **Zip** _____

Contact person: _____

Daytime phone #: _____

Vehicle description:

Make: _____

Color: _____

Model: _____

License #: _____

Type of service work the vehicle is used for: _____

Does the company name appear on the vehicle? Yes No

Typical service hours and days of operation: _____

I hereby agree to abide by the laws, ordinances, and regulations pertaining thereto.

Applicant's Signature: _____

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FOR OFFICE USE ONLY			
Approved By:		Date:	
Amount Paid:		Permit No(s):	
Reason for Denial:			