

ZONE F,H & I South Portland
SUPPLEMENTAL PLAN DESCRIPTION

Began January 1, 1987 updated April 2019

SPD 1 These are the policies which guide the issuance and use of South Portland (Zones F,H & I) APPP permits as approved by the members of the South Portland Area Parking Panel.

Any appeals for special exceptions are to be put in writing to the South Portland Area Parking Committee, c/o APPP Administrator, Parking Operations Group, 1120 S.W. Fifth Avenue, Room 800, Portland, OR 97204-1969. The Area Parking Panel will respond to any written requests.

SPD 2 The permit programs shall operate Monday through Friday, 7 a.m. to 6 p.m. year-round, with the exceptions of New Year's Day, Martin Luther King Day, Presidents' Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Requests for information regarding program operation should be directed as follows:

Parking Enforcement (823-5195) (Monday - Saturday 7 AM - 5 PM)

Explanation of citations issued
Request for enforcement

Program Administrator (823-2777) (Monday - Friday 8 AM - 5 PM)

Explanation of program process and procedures
Comments concerning program design
Appeals for special cases
Reports of program abusers
Instructions on how to purchase permits
Descriptions of acceptable identification materials

Abandoned Auto (823-6814)
Report abandoned vehicles

The Program Year for the South Portland Area shall be January 1st through December 31st

SPD 3 Annual Temporary permits are available to any resident or business within the permit zone free of charge. Temporary permits are limited to 99 free hours (up to nine program days) of permit time to use for parties, funerals, service calls, or other needs at PBOT's discretion. To obtain temporary permit hours, the permit holder may come in person to the Bureau of Transportation or, if time permits, may contact the Permit Hotline (823-2777) to obtain a temporary permit by mail. Permit holders should bring some form of identification when applying in person.

SPD 4(a) The following policies guide the issuance and usage of permits to area businesses:

1. The following shall be considered eligible to apply for business permits within the South Portland permit area:
 - a. Nonresident property owners (who need present only a deed, tax statement or utility bill).
 - b. Bed-and-breakfast/guest house proprietors.
 - c. Other businesses operating from commercially zoned properties platted within the permit area.
 - d. Permits will be issued only to employees that work at the address, within the boundaries of the program, during program hours.
2. Business permits are issued based on the following information:
 - a. At the time each area business makes an application for permits for program years beginning on or after January 1, it shall present enough information as requested by the Program Administrator to establish its maximum annual allotment of permits.
 - b. The number of worker permits issued to a business is calculated from the payroll information submitted by the business owner. They must include an employee roster showing number of hours per employee. To know the total allotment, calculate the following:
 - c. Total hours of full or part time workers (maximum 40 hours per employee) divided by 40. Multiply that number by .5 to determine total allotment. If the final number is uneven, round up to the next number.

- d. To determine the final allotment of permits, a site visit may be made to determine off-street parking available. The number of off-street spaces will be subtracted from the number of permits allowed per address as indicated on the Supplemental Off Street Parking Declaration form of the application.
3. Businesses which choose to ask for a hardship exemption in order to be able to purchase a larger number of permits must write a letter of request to the Area Parking Committee, c/o Program Administrator, Parking Operations Group, 1120 S.W. 5th Ave., Room 800, Portland, OR 97204. The Program Administrator will review the request with the Area Parking Committee and reply to the applicant.
4. It shall be the responsibility of the area business, as the permit holder, to supervise the assignment and use of permits issued to it.
5. Each business is responsible for assigning use of permits among employees, clients, or suppliers for the sole purpose of conducting business at the establishment. Reports of improper use by vehicles bearing permits registered to a business will be treated as follows:
 - a. The business will be notified of the alleged improper use and will be given ten days to respond in writing to the Program Administrator.
 - b. If no response is received within ten days, the permit shall be cancelled and any vehicle(s) found displaying that permit shall be cited for improper use.
 - c. The Program Administrator shall decide when the business has presented sufficient proof of legitimate use. When the Program Administrator is not satisfied as to the use of the permit, s/he shall cancel the permit and notify the business of that action. Any vehicle(s) found displaying that permit after such notice shall be cited for improper use.
6. Business permits will not be replaced free under any circumstances. Businesses reporting lost or stolen business permits may purchase replacements after reporting which permit was lost or stolen. That permit shall be canceled. Any vehicle(s) found displaying that permit shall be cited for improper use.
7. Guest Houses or other temporary lodging units shall be allowed to purchase business permits as follows:
 - a. For owners and residents, one permit for each person who can demonstrate residence with the standard form of proof.

- b. For other employees, according to the business formula and procedures in SPD 4(a)(2)
 - c. For guest rooms or units, the allotment will be determined at one guest permit per unit. The number of units shall be demonstrated by presentation of printed or online sales literature. A site visit will be made to determine off-street parking available and the number of off-street spaces will be subtracted from the number of units to determine the allotment.
 - d. To determine the final allotment of permits, a site visit will be made, the number of off-street spaces will be subtracted from the number of permits allowed per address as indicated on the Supplemental Off Street Parking Declaration form of the application.
8. For any permit year, the business permits shall be movable, static vinyl placed in the standard permit location.
9. Each business shall apply for permit(s) as follows:
 - a. Fill out the business application in its entirety.
 - b. Attach proof of current operation dated within thirty days (annual business license or tax statement may be included as proofs).
 - c. Attach employment documents as described in SPD 4(a).
 - d. Include payment for the number of permits desired.
 - e. Mail the materials to the Program Administrator.
 - f. The Program Administrator shall review the documentation and mail the permits to the business.
10. Each business shall sign the application, which states that they may not sell off-street parking to non-employees when such sales displace employees, requiring them to park on neighborhood streets. If a business is found doing this, they will be notified of the abuse and the permits will be canceled for the remainder of the program year.

SPD 4(b) The following policies guide the issuance and usage of guest permits:

1. Area businesses may be issued one guest permit per permit year.
2. Each residential address may purchase one guest permit per permit year.
3. Each fraternity or sorority or similar communal living facility shall be entitled to purchase one guest permit, as with any other single unit dwelling.
4. The following limitations apply to all guest permits:
 - a. The permit holder may assign the permit to any vehicle for use while its occupants are actually visiting the permit holder's address. Vehicles displaying guest permits and observed to be parking in a commuter pattern will be traced to the permit holder by the Program Administrator.
 - b. The Program Administrator will notify vehicle owners and the permit holder of alleged improper use. The permit holder and the vehicle owner must provide a written explanation within ten days. If no explanation is received, or the explanation is unsatisfactory, the guest permit shall be canceled, with notice to the permit holder, and any vehicle found displaying the permit shall be subject to improper use penalties, including the administrative penalties imposed upon the permit holder (16.20.860(E)).
5. Guest permits will not be replaced free unless a defective guest permit is presented to the Program Administrator. Permit holders reporting lost or stolen guest permits may purchase replacements permits at the current rate. The guest permit reported lost or stolen will be canceled. Any vehicle(s) found displaying that permit will be cited for improper use.

SPD 4(c) The following policies guide the issuance and usage of resident permits:

1. The license number on the permit must match the license number on the vehicle. If the vehicle is sold, demolished or has a change of license number (resident must provide a copy of the new vehicle registration), the permit holder may replace the permit at the current rate. Any vehicle(s) found displaying the lost or stolen permit will be cited for improper use.
2. To determine the final allotment of permits, a site visit may be made to determine off-street parking available. The number of off-street spaces will be

subtracted from the number of permits allowed per address as indicated on the Supplemental Off Street Parking Declaration form of the application.

3. Sororities and fraternities and other similar communal living units shall qualify for resident permits as follows:
 - a. The living unit will appoint one person as liaison to the Program Administrator. This person shall gather needed documents and be the sole spokesperson for the unit in obtaining permits.
 - b. The liaison shall present the proper proof of residence for each resident in order to prove current number of residents.
 - c. The permit will be assigned to that vehicle only and is not transferable.
 - d. All new residential permit requests shall require new proofs. Former residents' permits will then be declared void and any vehicle found bearing such permit shall be cited for improper use.

3. Permits are the property of the City of Portland. Applicants shall sign the following statement:

"In applying for this permit, the undersigned agrees to the following restrictions:

To assign any guest permit I obtain to persons only while they are **actually** visiting at my address.

To immediately surrender any rights to use any permit(s) if I change my address.

If I move within the permit area, I agree to notify the Program Administrator within 3 days in order to continue using my permit.

To pay the appropriate fee for any replacement permit issued as a result of changing address, license plate, or vehicle.

All permit permits remain the property of the City of Portland and may be revoked if improper use is demonstrated.

Violation of any of these understandings shall result in immediate cancellation of the permit(s) in question. After cancellation, any vehicle found parked in the permit area displaying a canceled permit will be cited."

SPD 5(a) The South Portland visitor time limit shall be one-hour or two-hours-designated by signage.

SPD 5(b) As the program expands, additional zones may be established.