



**Town of Chapel Hill  
Leased Parking Agreement**

TOWN OF CHAPEL HILL  
405 Martin Luther King Jr. Blvd  
Chapel Hill NC 27514  
Phone (919)968-2758  
[parking@townofchapelhill.org](mailto:parking@townofchapelhill.org)  
[www.ParkOnTheHill.com](http://www.ParkOnTheHill.com)

LAST NAME, FIRST NAME		BUSINESS PHONE	CELL PHONE
COMPANY NAME		BILLING NAME	BILLING EMAIL
BILLING ADDRESS			
BILLING CITY	BILLING STATE	BILLING ZIP CODE	

VEHICLE INFORMATION				
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER/STATE
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER/STATE
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER/STATE

**FOR OFFICE USE ONLY**

Today's Date:	Account #:	Issued By:	Parking Activation Date:
Permit #:	Monthly/Semester Rate:	Replacement Fee:	Deactivation/Termination Date:
Permit Returned Date:	Parking Facility:		

Additional Information: \_\_\_\_\_

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**TOWN OF CHAPEL HILL**  
**Leased Parking Permit Rules and Regulations**

**MONTHLY PERMITS:**

Monthly 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.

- Monthly permit holders will receive a billing statement/invoice that is due no later than 10<sup>th</sup> day of the month. Please mail payments to: Revenue Collector, 405 Martin Luther King Jr. Blvd, Chapel Hill, NC 27514, Attn: Parking Rentals 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.

**SEMESTER PERMITS:**

Semester Permits are issued for specific terms of each semesters or session. The terms are as follows: Summer Session I 2021 (May 15 - June 25), Summer Session II 2021 (June 26 – August 4), Fall 2021 (August 13 – December 12), Spring 2022 (January 5 - May 8).

- All semester permits leases must be paid in full, in advance of the semester term.
- All semester permits will be attached to one car.

**ADDITIONAL:**

- The parking permit entitles you to park at your assigned parking facility for no more than 12 hours. Only Semester Leases allow permit holders to leave their cars parked for more than 24 hours.
- **(MONTHLY RENTALS ONLY)** Any vehicle left unattended for more than 48 hours continuously will be presumed to be parked overtime and is subject to be ticketed and/or tagged as abandoned. Vehicles parked more than 7 days may be considered abandoned and are subject to being towed. If unexpected circumstances arise that require your vehicle to be left for more than **12 hours**, please notify Parking Services via email at [parking@townofchapelhill.org](mailto:parking@townofchapelhill.org).
- Please display permits hanging from the rear view mirror, printed side facing the windshield, so that it may be read from the front of the vehicle.
- Permits shall not be copied, reproduced, altered, loaned, transferred, or sold in any manner. Abuse or misuse of the permit may result in the confiscation of the permit and/or issuance of a citation and cancellation of leased parking. Replacement fee for a permit is \$25.00.
- All Permit Sales are Final.

The Town of Chapel Hill reserves the right to manage parking in its parking facilities in the best interest of the Town which may require some customers to be relocated to another parking facility if necessary.

The Town reserves the right to restrict or reserve the parking facility for special events as needed.

The Town of Chapel Hill assumes no responsibility for loss due to theft, fire, vandalism, accidents involving other vehicles or weather related damages. Contact your insurance carrier to confirm adequate coverage against such losses. Please lock your vehicle and remove any items of value from your vehicle, or from view.

The rules and regulations set forth in these instructions are subject to change. Permit fees are subject to change upon approval of the Town Manager.

My signature below indicates that I understand and acknowledge the risks associated with parking my vehicle in a public place and assume all risks associated with the loss of any personal property resulting from the parking of my vehicle in a public lot.

My signature below acknowledges receipt of a copy of these Rules & Regulations. I agree to abide by these Rules & Regulation and I understand that failure to use the permit correctly may result in revocation of the parking permit and imposition of civil and/or criminal penalties.

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