



**Parking Operations**  
20 N. 6<sup>th</sup> Street  
Lafayette Indiana 47901  
765-807-1160  
[parking@lafayette.in.gov](mailto:parking@lafayette.in.gov)

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## **Request for Temporary Single Day Parking Restriction**

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

Time: From: \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

Description of need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Spaces to be Restricted: \_\_\_\_\_

Building or Business Name : \_\_\_\_\_

\_\_\_\_\_

Building Address: \_\_\_\_\_

\_\_\_\_\_

Number of Parking Spaces Impacted: \_\_\_\_\_

Type or Size of Vehicle(s) Involved: \_\_\_\_\_

### **Applicant Contact Information**

Name: \_\_\_\_\_ Business/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Alternate Contact person(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Emails: \_\_\_\_\_



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## **REQUEST FOR TEMPORARY SINGLE DAY PARKING RESTRICTION**

The following rules and regulations herein apply to anyone requesting a Temporary Single Day Parking Restriction on any street within the Downtown Business District. A Temporary Parking Restriction is limited to a single day, and the vehicle(s) in question is not permitted to remain there a second day. A Temporary Parking Restriction will prohibit parking for the general public for a fixed period of time. This temporary restriction allows an approved passenger vehicle(s) and/or larger commercial vehicle(s) to occupy these parking spaces for a specific purpose. Common examples of these larger vehicles might include a Moving Van, Bus, or Service Vehicle. *Anyone requesting on-street placement of a dumpster or storage container must submit a permit request with the Engineer's Office at City Hall. ([www.permits@lafayette.in.gov](mailto:www.permits@lafayette.in.gov))*

This request allows a vehicle(s) to occupy two or more regular parking spaces, as defined and approved by the City of Lafayette's Parking Operations Department. During this time, posted time restriction limits will not be enforced. This does not allow, or in any way authorize, a vehicle to occupy any other regulated parking areas such as a handicap space or fire zone.

A completed application of a **Request For Temporary Single Day Parking Restriction** should be mailed to the Parking Operations Department at 20 N 6<sup>th</sup> Street, Lafayette IN 47901. Requests can also be made by contacting us by email at [parking@lafayette.in.gov](mailto:parking@lafayette.in.gov). The request form may also be found at online at [www.lafayette.in.gov/parking](http://www.lafayette.in.gov/parking).

Upon receiving the completed forms and documentation, requests will be evaluated and assessed before determining how to proceed. Some of the things we will consider are:

- The timeliness of the request, and the ability to review and coordinate the processes with other City Departments. We prefer a one week notice for all such requests.
- Consideration of other events or activities occurring downtown, which might adversely affect downtown traffic patterns and those matters relating to pedestrian and/or vehicle safety.
- The ability of the requestor to ensure that the loading or unloading, or needs of the specialty vehicles in question, will proceed and conclude without unnecessary delay.

The applicant, or anyone associated with the Temporary Single Day Parking Restriction request, may not unfairly place any additional restrictions on pedestrian or vehicular traffic, not previously discussed and/or authorized by the City.

Upon approval, the Parking Operations Department will coordinate with the Traffic Improvement Department for the placement of any temporary signs, barricades, or traffic cones in an effort to define the approved area, and the duration of the parking restrictions. The Parking Operations Department may extend the duration of this request at their discretion.