



November 12, 2021

Georgetown South Parking District Rules and Procedures

Dear Georgetown South Residents and Property Owners:

In August, the City of Manassas sent a letter to each residence in Georgetown South announcing the creation of a new Georgetown South (GTS) parking district. This new district will be specific to GTS and **will take effect on January 1, 2022.** Until then, the current Zone 1 parking district remains in effect.

In the August letter, the City said that another letter would be sent this fall with clear instructions on the rules and the specific process for obtaining your new GTS parking permit. This letter contains that information. Current Zone 1 stickers will remain valid until December 31, 2021.

What is changing?

Effective January 1, 2022, **only two parking permits** will be issued per address in Georgetown South (GTS) to specific vehicles and are non-transferable. These permits will be specific to GTS and will not be valid in any other parking district. Likewise, Zone 1 permits will no longer be valid in GTS after December 31, 2021.

Visitor parking passes are also changing. Each address is limited to 25 visitor parking passes per calendar year. Each visitor parking pass is valid for a single day of the current calendar year. Any previously purchased Zone 1 visitor passes will no longer be valid after December 31, 2021.

What is the fee?

All 2022 parking permits in the City, including GTS, will be \$25 per permit effective with the 2022 permits.

Visitor parking passes are sold in packs of five and are \$25 for each pack of five passes

When do permits go on sale?

GTS 2022 Parking Permits and 2022 Visitor Passes will **go on sale Monday, November 29, 2021.** These must be purchased in person at the Treasurer's Office between 8:30 a.m. and 5:00 p.m. Monday through Friday.

Who is eligible to purchase a permit?

Residents of GTS who can show proof of residency and proof of ownership of the vehicle registered to the GTS address.

In addition, all outstanding parking tickets, taxes, and license fees must be paid in full prior to purchasing a parking permit.

Important Note for Property Owners who rent their property: Permits will be sold first-come, first-served. Once two permits have been sold for a specific address to those who present correct information, no additional permits at that address will be sold. Should a resident come to the Treasurer's Office after two permits have been sold wanting to purchase a permit, they will not be able to obtain a permit and will be referred back to the Property Owner. The City of Manassas will not be the arbiter of disputes between tenants.

When tenants move out during the year, the Property Owner **MUST** submit a signed written statement to the Treasurer's Office indicating the names of the tenants that have moved out as well as the names of the new tenants. This signed written statement may be sent with the new tenants when purchasing their parking permits. The new tenants will also be required to show a copy of their signed lease. Once this information is received, the City will sell parking permits to the new tenants and cancel the parking permits of the prior tenants. Failure of the Property Owner to submit this signed written statement will result in the new tenants not being able to obtain parking permits.

How do I show proof of residency?

The easiest and best way to show proof of residency is to have your valid Virginia Driver's license that shows your GTS address. This will make the process of purchasing a parking permit go faster with less time spent standing in line. You can go to a DMV office to update your license or visit www.dmvnow.com.

If your driver's license does not show your GTS address, then you can bring any TWO of the following in the resident's name at the GTS address:

- a. Vehicle or personal property insurance policy
- b. Proof of payment of security deposit or paid rent receipt
- c. Lease or mortgage documents
- d. Virginia voter registration card
- e. Utility Bill

How do I show proof of ownership of the vehicle?

The easiest and best way to show proof of ownership is to have the Virginia DMV vehicle registration card in the resident's name showing the GTS address. You can go to a DMV office to update your vehicle registration or visit www.dmvnow.com.

Your other option is to show proof of payment of the City of Manassas vehicle license fee.

What if I am active duty military and my vehicle is registered in my home state?

Active duty military absent from their state of residency may comply with this section by:

- a. Showing current military identification and proof of military status; and
- b. Proof of vehicle ownership through vehicle registration

I have a business vehicle assigned to me by my employer that I drive home. Can I get a parking permit for this vehicle?

Yes, you can; however, business vehicles count toward the two-vehicle limit per address.

In order to get a parking permit for the business vehicle, you must present a letter on company letterhead stating that you are an employee of the company and have been assigned exclusive use of the vehicle for business purposes. The letter must include the following information:

- Make, Model, and Year of the vehicle assigned to the employee
- The Employee's Name and address in Georgetown South
- Copy of receipt showing personal property taxes paid to the jurisdiction in which the vehicle is registered.

In addition, you must also present the DMV registration card for the vehicle showing it is registered in the company's name.

What if I have more than two vehicles?

Only two vehicles per address will be issued permits. Vehicles without permits will not be allowed to park during the parking district restricted hours. Any business vehicles being registered in the district count towards the two-vehicle limit.

How do I display my parking permit?

Parking permits **MUST** be affixed to the **OUTSIDE** of the lower left portion of the vehicle's rear window. Vehicles or trucks that do not have a visible rear window must place the permit on the lower left corner of the rear bumper.

If the permit is not properly displayed, you will receive a parking ticket.

In addition, each parking permit is assigned to a specific vehicle and linked to its license plate. You must affix the parking decal to the vehicle it is assigned to. The Treasurer's Office will tell you which decal goes on which vehicle.

If you do not display the decal on the correct vehicle, you will receive a parking ticket.

What if I sell my vehicle and purchase a new one?

If you sell or trade your existing vehicle and purchase a new one, you must do the following:

- Scrape your existing decal off the vehicle being sold and bring it to Treasurer's office
- Bring your DMV registration card for the new vehicle

- A replacement decal will be issued at no charge

If you do not bring your original decal to the Treasurer's Office, you will be charged the full \$25 for the replacement.

Someone stole my parking decal. What do I do?

In the unlikely event a decal is stolen, the resident must file a police report with the Manassas Police Department. Once this police report is provided to the Treasurer's Office by the vehicle owner, a replacement decal will be sold.

What happens if I move?

Parking permits are not transferable and not refundable. Should you move, you will not receive a refund.

If you should move to another address within GTS, you must notify the Treasurer's Office so that we may update our database. If you do not notify the Treasurer's Office, your permits will be canceled.

If you do move within GTS and do not follow the above procedures, you will receive a parking ticket.

One final recommendation is that if you have a business vehicle, are active duty military with a vehicle not registered in Manassas, or have a newly purchased vehicle, please visit the Commissioner of the Revenue's office in City Hall Room 104 before going to the Treasurer's Office. Your vehicle's information must be entered into our vehicle database in order to sell you a parking permit. If you've purchased parking permits or paid taxes on your vehicle in Manassas, it will already be in our database.

We understand some of these new regulations may seem like significant changes to the parking district; however, these changes are necessary to make parking as equitable as possible for all residents of the GTS community. We appreciate your attention to this matter and hope that these new processes will help resolve some of our community's parking issues.

Sincerely,

City of Manassas

www.manassasva.gov/parking