

Town of Silverthorne  
Right of Way Parking Permit Application

Date of application: \_\_\_\_\_

**Special Event parking (including Parties)**

Applicant's Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

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

Physical address of Event: \_\_\_\_\_

Number of cars expected at this event: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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**Long Term Parking**

\_\_\_\_\_ Construction parking

\_\_\_\_\_ Long term parking

Applicant's Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

\*Initial permits will be issued for 6-months. Failure to comply with conditions of this permit may result in revocation of this parking permit.

Physical address: \_\_\_\_\_

Can parking be provided on site (off-street)? Yes \_\_\_\_ No \_\_\_\_ For how many cars? \_\_\_\_\_

Approximate number of cars expected: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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Public Works & Public Safety Emailed: \_\_\_\_\_

Date & Time

# Regulations for Parking on Town Right of Way

Three types of permits are available for parking on the Town Right of Way (R-O-W):

## *Special Events Parking permits:*

- Issued for Town special events, parties, and similar one time short duration events.
- Permits for special event parking may be issued for up to three days.
- Public Safety and Public Works must approve these permits.
- Vehicles must be parked as far off asphalt as possible and on one side of the street.
- **No overnight parking allowed.**

## *Construction Parking permits:*

- Issued for up to 6-months with the possibility of renewals up to the completion date of construction, based on prior compliance and inspection, for construction vehicles only. **No overnight parking is allowed.** Permits are issued at the same time as building permits or after. Permits are issued by Public Safety following review and approval by Public Works and Community Development.
- The Town will only issue permits for parking on R-O-W if no opportunities exist to provide parking on site.
- Vehicles must be parked as far off the asphalt as possible and on one side of the street.
- Areas with more than one construction site will require communication between sites to determine what side of the road everyone will park, as parking must be on one side of the road.
- Permits must be displayed at the job site next to the building permit.

## *Long-Term Parking permits:*

- Issued when allowed parking in the R-O-W will not interfere with the safety, aesthetics or required use of the R-O-W or interfere with any Town issue. Permits are issued by Public Safety following review and approval by Public Works and Community Development.
- Long-term parking on Town R-O-W may **not** be used to provide required parking for a site plan approval.
- Long-term parking will normally require hard surfacing and drainage provisions similar to normal site planning requirements. There may be a fee for use of the property. Permits may be issued for up to 12 months. If approved by the town, permits may be renewed annually.

The Town may impose conditions on any permit, as it deems necessary. The Town, for any reason, may revoke any parking permit noted above. The permittee, following request by the town, shall remove any grading or other improvements to the area used.

A completed Permit Application shall be submitted to Public Safety. The town shall endeavor to respond to permit requests within 2 weeks.

Permits shall include applicant's name, date of issue, time, duration, location and any special conditions.