2020 PARKING PASS APPLICATION
ST. CLAIR STREET LOT

ORGANIZATION: _____

ORGANIZATION CONTACT NAME: _____

ORGANIZATION PHONE #: _____

PASS HOLDER NAME: _____

PHONE #: _____ **EMAIL:** _____

ADDRESS: _____
(Home or mailing address)

LICENSE PLATE NUMBER: _____

MAKE, YEAR & MODEL OF CAR: _____

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PARKING PASS STEPS

1. **Fill out the above application and send with payment** to the City of Painesville, Finance Department, 7 Richmond Street, Painesville, Ohio 44077 or drop off in person at Painesville City Hall, Monday – Friday from 8:00 a.m. to 5:00 p.m.

2. **Payment is $15.00 per month with a $10.00 deposit per key-fob**. The deposit will be returned when the key-fob is returned. This means for first time parking pass applicants, $25.00 payment is due the first month. Cash or checks accepted, made payable to the 'City of Painesville.'

3. **The Painesville City Finance Department will process your application** and your key-fob will be available for pick up at Painesville City Hall within 1-2 weeks of receipt.

4. **Non-payment of the monthly parking pass fee** will result in the key-fob being disabled by the 5th day of the new month. It will not be reactivated until payment is made in full.

MONTHLY PARKING PASS

1. Monthly parking passes are available for purchase through the Painesville City Finance Department. Passes can be purchased in bulk or individually.

2. Parking is **$15.00 per month** for each pass. With each paid monthly pass, a key-fob will be issued for lot security. The key-fob must be assigned to a specific individual. There is a $10.00 deposit fee per key-fob that is returned when the key-fob is returned. If an employee leaves an organization, the individual or organization must notify the Finance Department of this change.

3. Non-payment of the monthly parking pass fee will result in the key-fob being disabled by the 5th day of the new month. It will not be reactivated until payment is made in full.

4. If parking passes are purchased in bulk, the Finance Department will collect payments and provide the key-fobs for the organization to manage. The key-fobs will be provided to the designated contact person within the organization and will become their responsibility.

5. Payment options for monthly parking passes include:
   - Cash or checks made payable to the 'City of Painesville' and can be mailed or dropped off at Painesville City Hall, Monday-Friday from 8:00 a.m. to 5:00 p.m.

     Finance Department
     City of Painesville
     7 Richmond Street
     Painesville, Ohio 44077

   - Credit card payments are NOT accepted for monthly permit passes at this time.

DAILY / VISITOR PARKING OPTION

1. Daily or visitor parking will be available at **$2.00 per day**. The parking kiosk accepts cash or coin and credit cards.

2. The parking kiosk accepts MasterCard, Visa and American Express for daily parking. There is no additional fee for using credit card and it is the preferred option. Discover is not accepted. A printed receipt option is available.

3. The parking kiosk does **NOT** provide change, so it is important to have exact change if paying in cash or coin. Please be sure visitors are aware they will need exact change or credit card for daily parking before arriving at the lot. For example, if a visitor inserts at $5 bill, the gate will go up but no change will be given. Refunds are not provided.