

**County of Carbon, Validated Parking Instructions for county residents and  
County Property Tax payers**

2 hours of validated parking are granted for county residents and county property tax payers who pre-schedule personal/private matter (non-business) transactions with validated parking participating departments and row offices.

The inserted spreadsheet indicates current and projected participants:

| <u>DEPARTMENT/ROW OFFICE</u>    | <u>ACTIVE PARTICIPANT</u> |
|---------------------------------|---------------------------|
| <b>GIS/MAPPING</b>              | YES                       |
| <b>PARKING</b>                  | YES                       |
| <b>RECORDER OF DEEDS</b>        | YES                       |
| <b>TAX ASSESSMENT</b>           | YES                       |
| <b>TAX CLAIM</b>                | YES                       |
| <b>TREASURER</b>                | YES                       |
| <b>HUMAN RESOURCES</b>          | YES                       |
| <b>COMMISSIONERS</b>            | YES                       |
| <b>VETERAN AFFAIRS</b>          | YES                       |
| <b>PUBLIC DEFENDER</b>          | YES                       |
| <b>ELECTIONS</b>                | YES                       |
| <b>PURCHASING</b>               | YES                       |
| <b>CLERK OF COURTS</b>          | YES                       |
| <b>CONTROLLER</b>               | YES                       |
| <b>DISTRICT ATTORNEY</b>        | YES                       |
| <b>PROTHONOTARY</b>             | YES                       |
| <b>REGISTER OF WILLS</b>        | YES                       |
| <b>SHERIFF</b>                  | YES                       |
| <b>COURT ADMINISTRATION</b>     | YES                       |
| <b>DOMESTIC RELATIONS</b>       | YES                       |
| <b>ADULT PROBATION</b>          | YES                       |
| <b>JUVENILE PROBATION</b>       | YES                       |
| <b>PLANNING AND DEVELOPMENT</b> | PENDING                   |
| <b>CHILDREN AND YOUTH*</b>      | YES                       |

\*Children and youth building is located in Leighton, code is for matters in Jim Thorpe

To receive two (2) hours of validated parking for scheduled appointments, call the participating office number directly. Department contact information can be found on the County website at:

[https://www.carboncountypa.gov/how\\_do\\_i/contact\\_us/index.php](https://www.carboncountypa.gov/how_do_i/contact_us/index.php)

Upon scheduling the appointment, the county resident/County property tax payer will be provided a case-sensitive alphanumeric one-time use code and informed of the following details:

1. Validated parking is authorized for a maximum of 2 hours and County resident/County property tax payer is responsible for parking fees or fines associated with exceeding the two-hour limit.
2. The validated parking code is case-sensitive.
3. Validated parking is authorized and valid only in Zones 1 and 2 (Northern most areas of County Lot), 5 & 6 (parallel to RR tracks on Lehigh Avenue) and all County handicap parking spaces. See Kiosk and Parking Zone Map at <https://cms5.revize.com/revize/carboncounty/Document%20Center/Service/Parking/Parking%20Portal/Parking-Map-as-of-12-May-2022.jpg>
4. Validated parking codes can only be entered into the parking kiosks numbered 06 (Lehigh Ave. South), 07 (Lehigh Ave. North), 10 (County Lot Exit Lane), and 11 (County Lot Entrance Lane) in the “Enter code” box on the kiosk screen. See map for kiosk locations: <https://cms5.revize.com/revize/carboncounty/Document%20Center/Service/Parking/Parking%20Portal/Parking-Map-as-of-12-May-2022.jpg> The Flowbird App can also be used.
5. Kiosks steps are: Approach either kiosk # 6, 7, 10, or 11, press #2, enter license plate, press check mark, enter provided validated parking code, press check mark to receive receipt, and proceed directly to appointment. There is no need to place receipt in car.