

TOWN OF NORWOOD
566 Washington Street
Norwood, MA 02062

PARKING POLICY AND REGULATIONS

SECTION I: CENTRAL BUSINESS DISTRICT MUNICIPAL PARKING LOTS

A. PURPOSE

The purpose of this policy is to establish and formalize guidelines and regulations for the use of municipally owned parking lots in the Town of Norwood.

B. DEFINITIONS

- i. CENTRAL BUSINESS DISTRICT - A central business district (CBD) is a municipality's commercial and business center. Norwood's CBD can be found in **Appendix A**. **Appendix A** displays additional areas of Norwood that apply to this policy but are not in the Norwood CBD.
- ii. COMMERCIAL VEHICLE - A commercial vehicle is an automobile used in any business function and owned by a for profit or non-profit entity, not a person.
- iii. ON-STREET PARKING - An individual is using on-street parking when he or she parks an automobile in a designated parking space that is also on the roadway.
- iv. PERMIT HOLDER - A permit holder is a person who possesses an active Standard, Half Year, or Quarterly parking permit from the Town of Norwood.
- v. PARKING CLERK - All Massachusetts municipalities that have adopted 90 Section 20A of the Massachusetts General Laws are required to appoint a parking clerk, who is authorized to enforce the municipality's parking regulations, with the exception of police functions.

C. GUIDELINES

- i. Only registered vehicles with up-to-date inspection stickers may park in Town of Norwood municipal parking lots.
- ii. Vehicles without permits, inspection stickers, or up to date registration are subject to fines and/or towing.
- iii. Vehicles must be in good working condition and may not leak oil/other fluids.
- iv. Working on vehicles is prohibited unless necessary for a disabled vehicle to be removed from a municipal lot.
- v. All commercial uses are prohibited unless and until approved by the Board of Selectmen.
- vi. All vehicles not adhering to this parking policy are subject to fine, towing, or both.
- vii. Users of municipal parking lots are required to comply with directions from Town staff at any point in use including but not limited to location, duration, and condition of parking, as well as availability of lots at any given time.
- viii. Parking must be in designated spaces.
- ix. All posted signage and directions in lots must be adhered to by users of lots and permit holders.

from the Board of Selectmen and thereby agrees to assume all risk of and responsibility for injuries to his person, or for his death, while on or as a result of his having been on said lot, from any cause whatever, and that neither he nor any of his heirs, executors, administrators or assigns will make any claim or demand whatever against the Town or any of its officers, officials or employees for or because of such injuries or death.

SECTION II: OVERNIGHT PARKING PERMITS

A. PURPOSE

The purpose of this policy is to formalize overnight permit parking in the Norwood CBD and adjacent areas. The Town desires to offer parking permits, at market rate, to vehicle owners who would like a designated parking area in Norwood Center. The Town owns sufficient public parking, on and off-street. It is the Town's best interest to incentivize those who live in Norwood Center to park in the Town's parking lots and leave on-street parking for customers and visitors.

B. GUIDELINES

- i. The Board of Selectmen shall set parking permit policy amendments and fee schedule updates as needed at their sole discretion.
- ii. Passenger Vehicle Parking Permit Applications are approved and issued by the Town's Parking Clerk within the Town Manager's Office.
- iii. Commercial Vehicle Parking Permit Applications are approved by the Board of Selectmen and issued by the Town's Parking Clerk within the Town Manager's Office.
- iv. Vehicle owners who purchase permits must prominently display the permits when the vehicle is parked in the designated parking area. Failure to display a legitimately granted parking permit will not be the basis for appealing a parking ticket. Parking permits must be displayed in the rear driver side window.
- v. Parking outside of allowed hours and locations with or without a permit is not allowed and is subject to fines or towing of vehicles.
- vi. Parking permits are non-transferable, non-assignable, and are a temporary non-exclusive license subject to revocation at any time by the Town or any of its agents.
- vii. Except in extraordinary cases, only one annual permit will be granted per person.
- viii. Commercial vehicles are not eligible for parking permits unless approved by the Board of Selectmen. The Town makes no guarantee or representation that it will grant a permit for a commercial vehicle and if it does so, it is at the sole discretion of the Town.
- ix. Permit holders are required to reapply for permits on an annual basis.
- x. If a permit holder violates this policy or other bylaws of the Town of Norwood or laws of the Commonwealth of Massachusetts, the Parking Clerk may at his or her discretion revoke the permit holder's permit. The permit holder shall not be reimbursed.
- xi. Permit holders will have the ability to park in any area designated as "Permit Parking".
- xii. The Parking Permit Policy shall take precedence over the winter parking ban.
- xiii. Permits may be revoked by the Town at any time in its sole discretion.
- xiv. Parking is never guaranteed to be available and may not be available during emergencies, large events, or times of high volume.
- xv. Parking is at the owner's own risk and the owner assumes all liability for their vehicle and its contents.

C. FINES AND PENALTIES

- i. Those who receive a citation for parking in a permit parking area without an active parking permit may receive a \$20 fine per day.
- ii. Vehicles parked overnight may be towed at the owner's expense.

D. VEHICLE AND DRIVER REQUIREMENTS

- i. Vehicles must be registered in the state of MA. Permits will not be granted until a MA registration is secured, and permits may be revoked at any time if registration is out of date.
- ii. Inspection stickers must remain up to date throughout the permit period; permits may be revoked at any time if inspection is out of date. Vehicles without up to date inspection stickers and/or registration are subject to towing regardless of permit status.
- iii. Vehicles must be maintained in good condition; poor maintenance including but not limited to oil or other fluid leaks may result in revocation of the permit and/or towing of the vehicle.
- iv. Snowplowing is at the discretion of the Town of Norwood and will be conducted according to the operational needs of the Town. The Town makes no representation that the Town will plow municipal lots and conduct snow removal at any time other than those meeting the operational needs of the Town. The Town does not guarantee or oblige itself to engage in any snow removal or plowing and is under no obligation to do so.
- v. Parking Permit Holders shall not place snow in the travel way of plowed parking lots.
- vi. Parking Permit Holders must be available to temporarily move their car in the event of a major snowstorm or any other Town operational needs.

E. ANNUAL PERMIT TYPE / COST – REGULATIONS - DISPLAY

PERMIT TYPE	ANNUAL COST	DURATION
Standard Permit	\$150	1 year (12 months)
Half Year Permit	\$90	6 months
Quarterly Permit	\$50	3 months
Senior Citizen (70 years and older)	½ cost of selected permit	As above
With Handicap Placard	½ cost of selected permit	As above

- i. Standard Permits are issued annually in July and span from July 1st to June 30th of the following year, totaling 12 months.
- ii. Half Year Permits will only be sold after the first of the year (January 1st). Half Year Permits will span from January 1st to June 30th of each year. No Half Year Permits may be obtained prior to January 1st of each year.
- iii. Quarterly Permits will only be sold on or after April 1st of each year. Quarterly Permits will span from April 1st to June 30th of each year. No Quarterly Permits may be obtained prior to April 1st of each year.

F. PARKING PERMIT AREAS

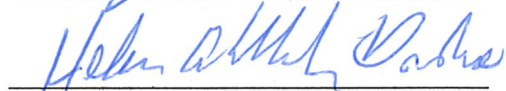
Appendix B (5 parking lot maps) displays Norwood's municipal parking lots and the areas designated for permit parking. All Areas highlighted in yellow will be designated as permit parking. Only those with a valid parking permit will be permitted to park in these areas.

SECTION III – OTHER PROVISIONS

- A. Any inconsistencies between any provisions of this policy and statutory law shall be resolved in favor of statutory law.
- B. The Board reserves the right, at any time, to modify or amend this policy or to adopt such other additional provisions as the Board deems necessary.
- C. If any part, section, or subdivision of this policy is held to be invalid, unconstitutional, or inoperative as to any particular person(s) or conditions, such invalidity shall not affect other provisions of this policy, which can be given effect without the invalid provision or application, and to this end the provisions of this policy are declared to be severable.

The Norwood Board of Selectmen:

William J. Plasko – Vice-Chairman



Helen Abdallah Donohue



Thomas F. Maloney, Chairman



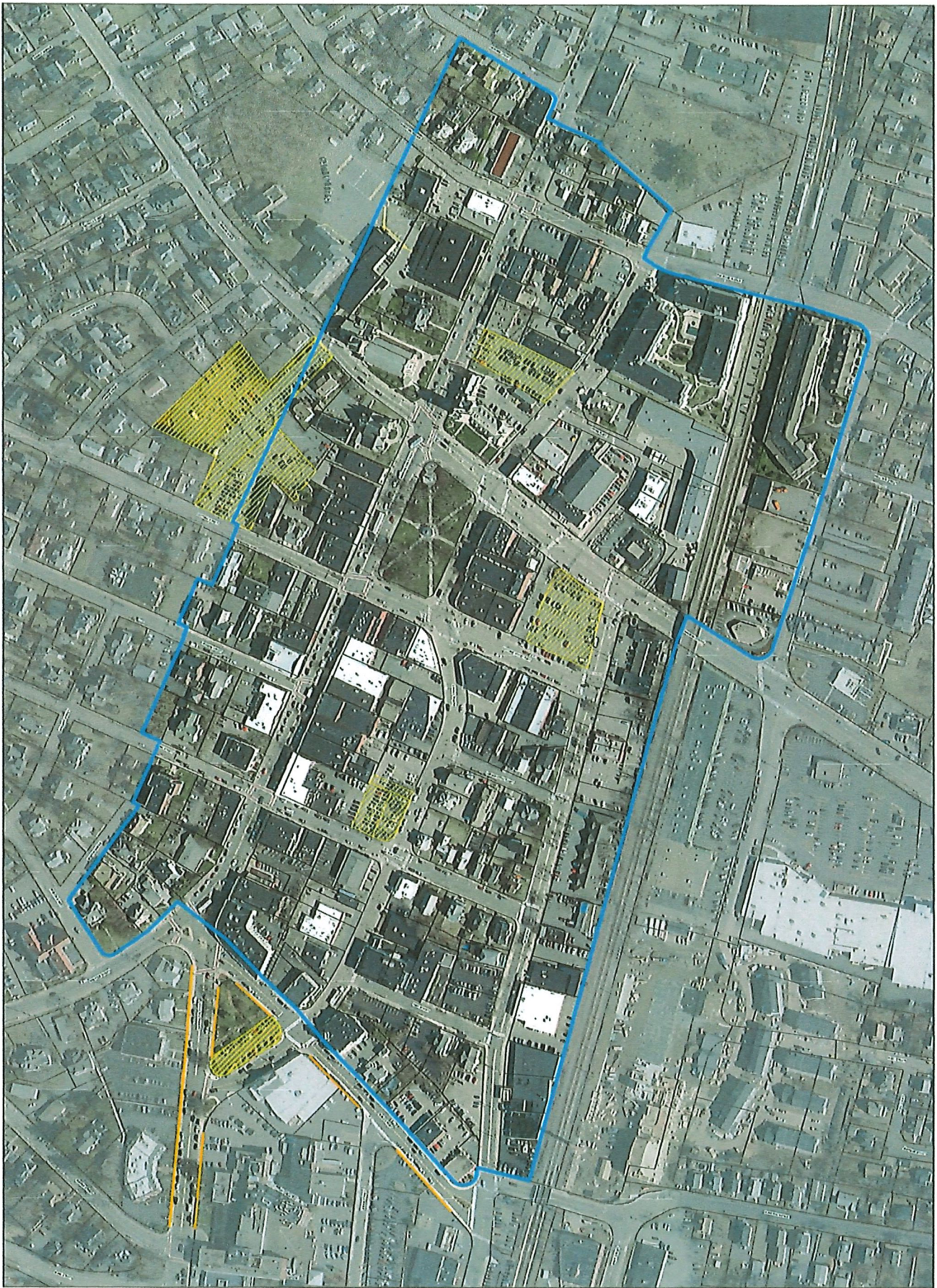
David E. Hajjar



Matthew E. Lane

APPROVED: April 6, 2021

With Appendixes A and B

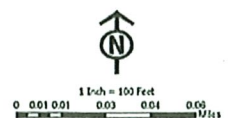


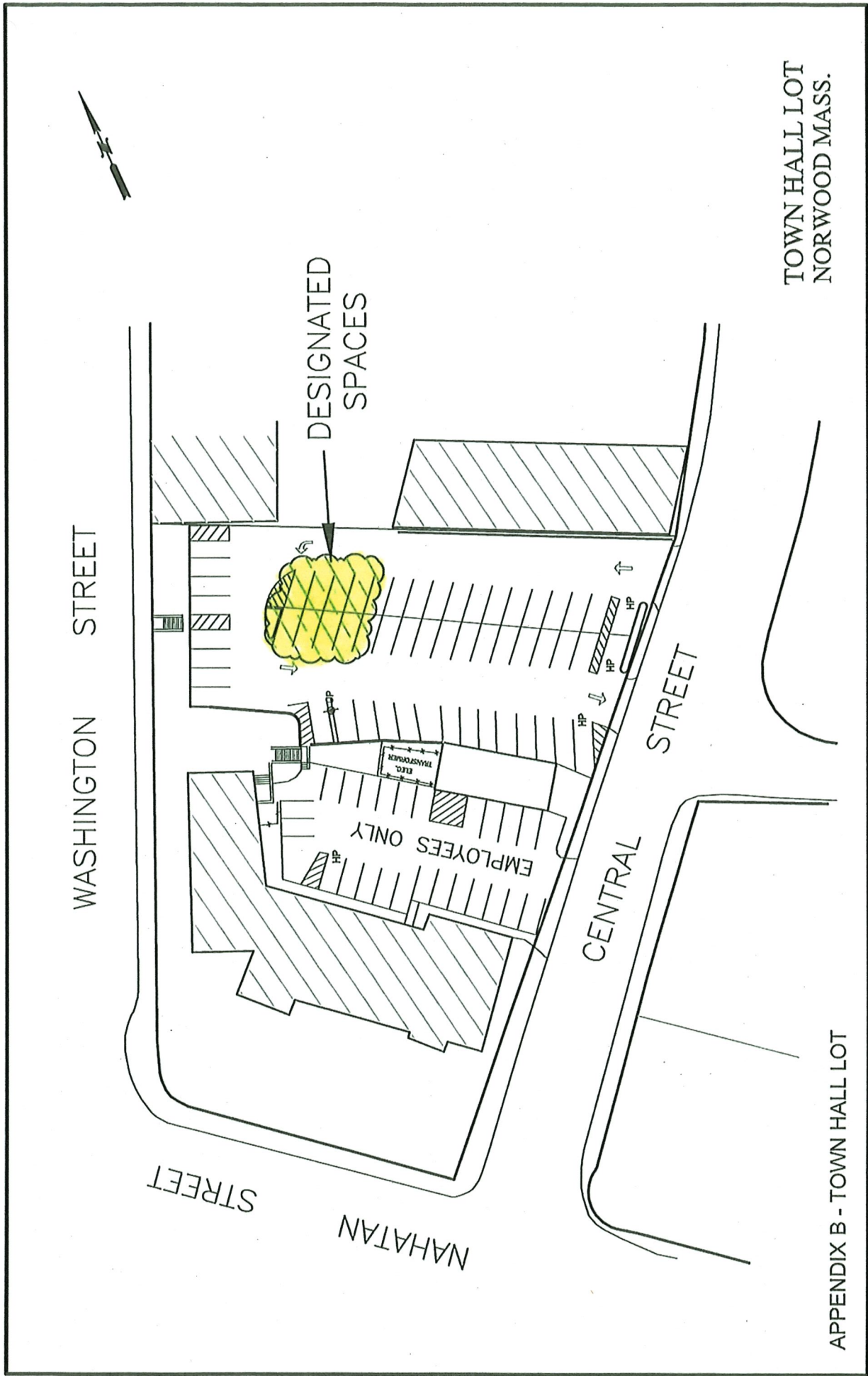
Norwood Community Development
566 Washington Street
Norwood, MA 02062



Central Business District

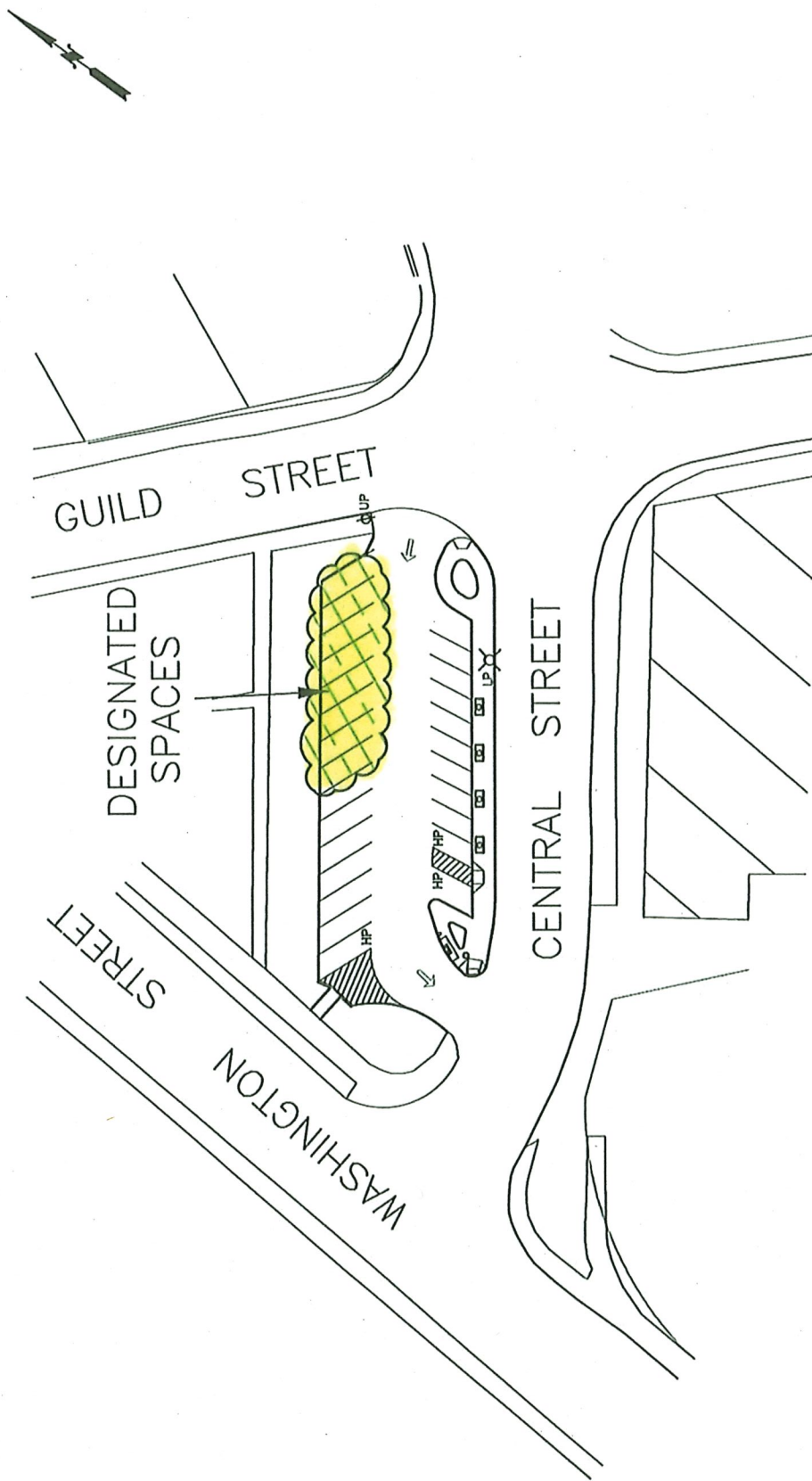
Legend
 ■ Central Business District
 ■ Parcels
 ■ Municipal Parking Lots
 — Additional Downtown Street Parking



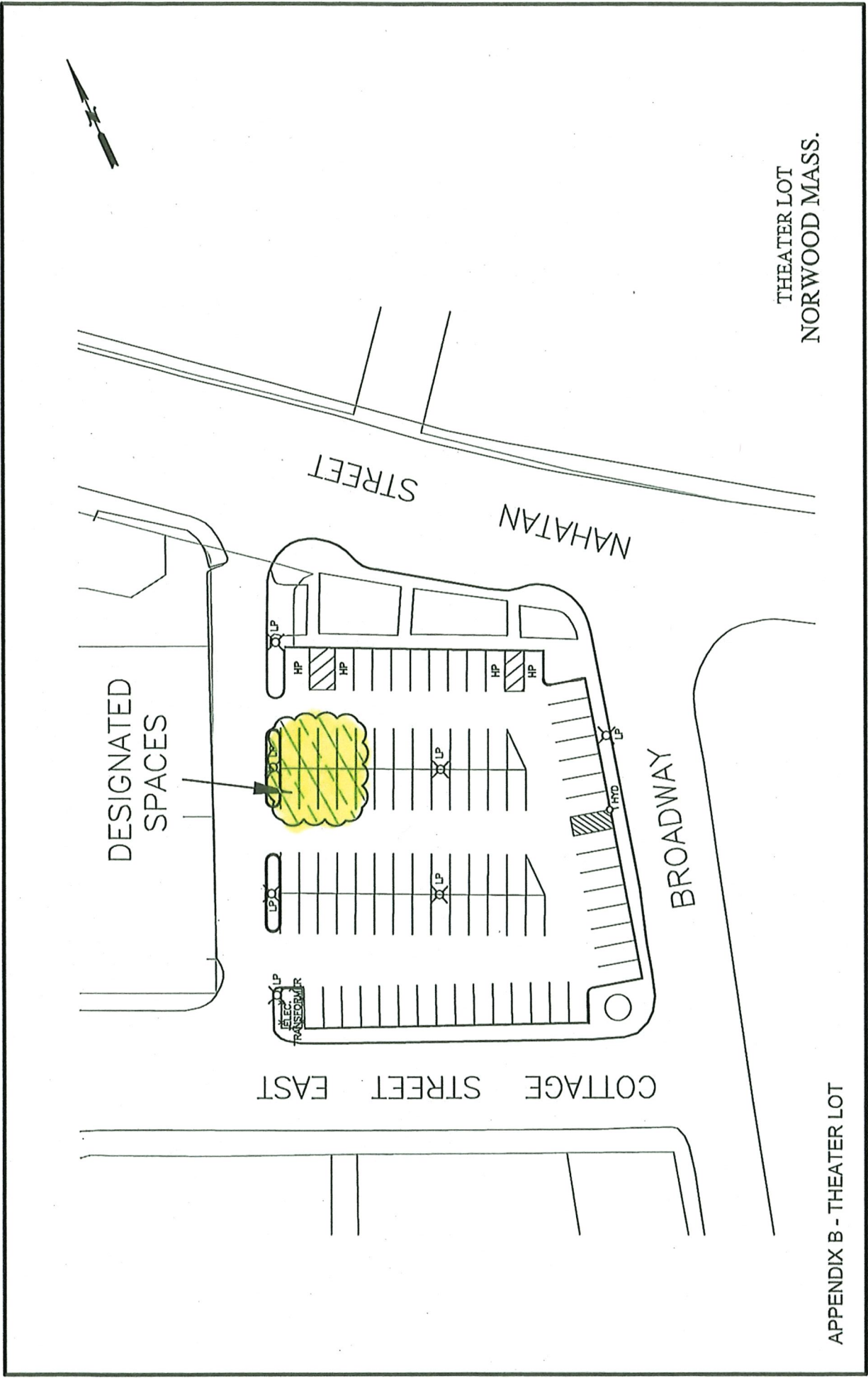


TOWN HALL LOT
NORWOOD MASS.

APPENDIX B - TOWN HALL LOT

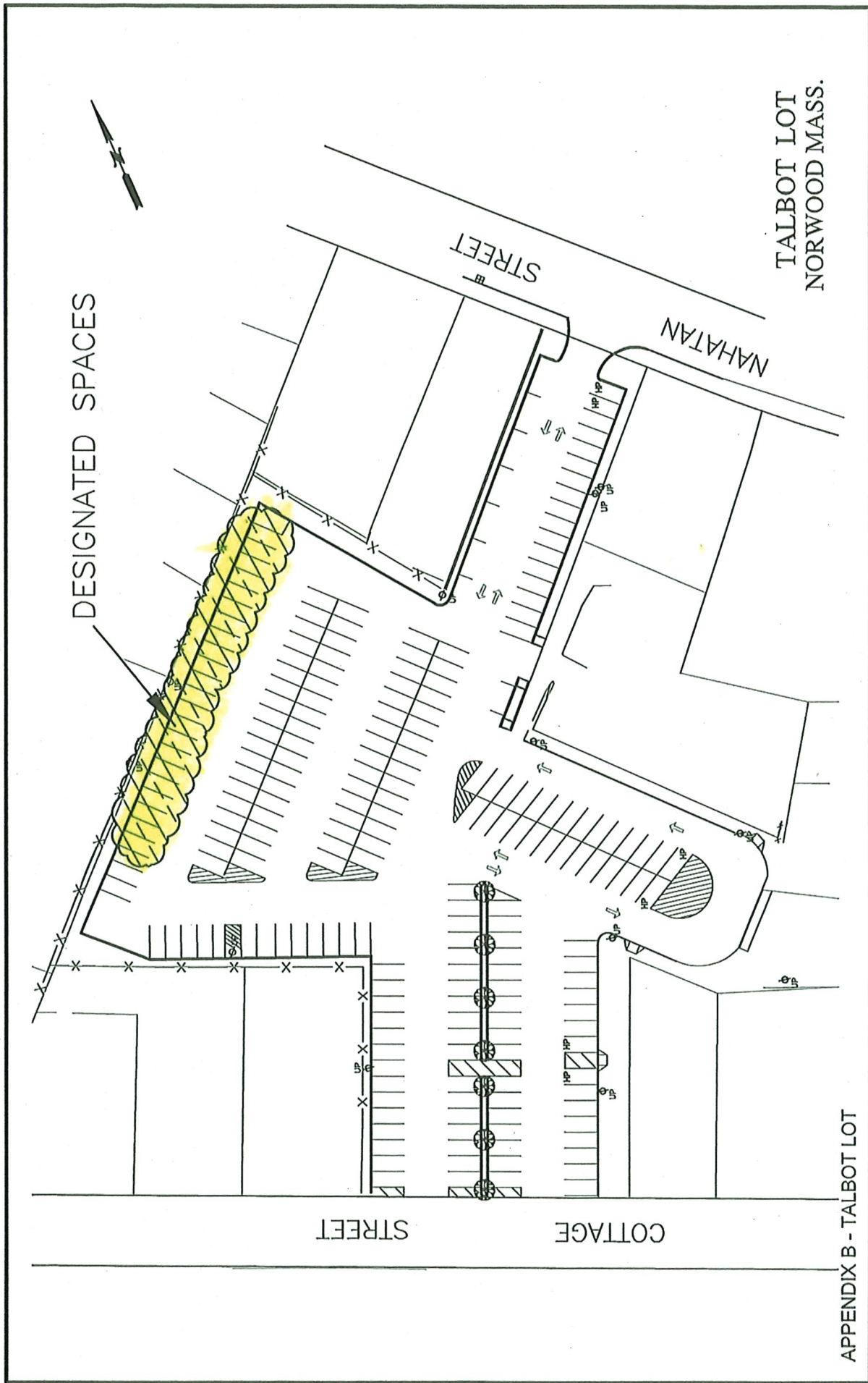


POST OFFICE LOT
NORWOOD MASS.



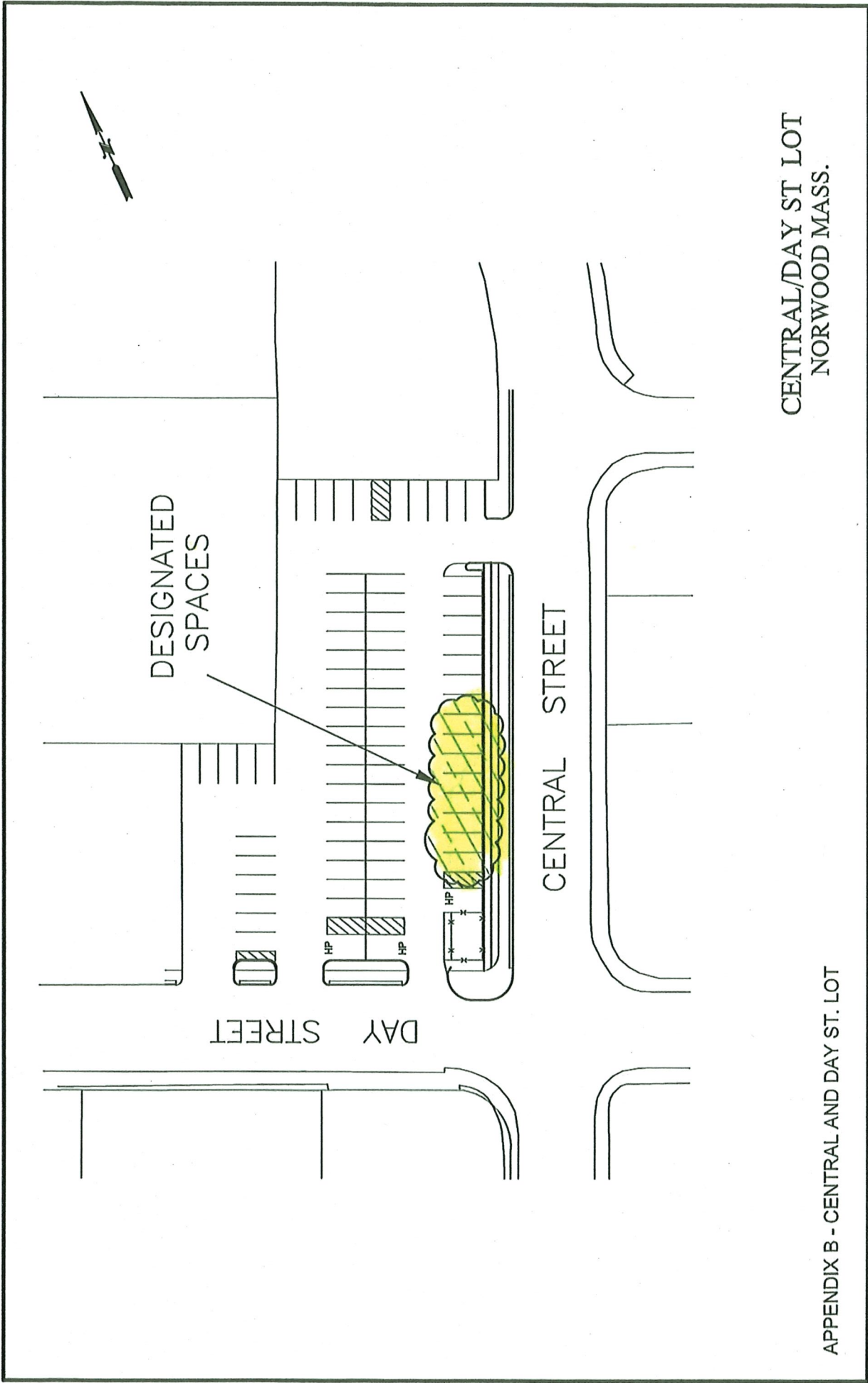
THEATER LOT
NORWOOD MASS.

APPENDIX B - THEATER LOT



TALBOT LOT
NORWOOD MASS.

APPENDIX B - TALBOT LOT





TOWN OF NORWOOD

566 Washington Street
Norwood, MA 02062

MUNICIPAL PARKING LOT PERMIT APPLICATION

DATE: ____ / ____ / ____

Per the Town's Parking Policy and Regulations, I hereby apply for a Municipal Parking Lot Permit. *[Each vehicle to be permitted must submit a permit application.]*

SECTION I – Applicant Information

First Name: _____ Last Name: _____

Home Address: _____

If for business purposes, Business Name: _____

Business Address: _____

Cell Contact #: _____ Business Contact #: _____

MA Driver's License #: _____ E-mail Address: _____

SECTION II – Vehicle Information

Vehicle Plate #: _____ Is this a Commercial Vehicle: ____ Yes ____ No

Make: _____ Model: _____ Year: _____ Color: _____

I have read and understand the Town's Parking Permit Policy and maintaining said permit once received. The sticker received is to be placed on the inside rear driver's side window and is non-transferrable.

_____[Signature] Print Name: _____

Once signed, please send/deliver this form to the General Manager's Office at Town Hall along with a copy of the vehicle registration and your payment per Section E of the regulations. Checks and money orders are to be made out to the Town of Norwood. Approved permit stickers will be mailed out.

SECTION II – General Manager's Office Review & Recommendation (Commercial Vehicles Only)

I have reviewed the applicant's request and recommend: ____ Approval ____ Disapproval

If disapproval is being recommended, please state the reason(s): _____

SECTION III – Approvals

Non-Commercial: Parking Clerk Review and Decision: ____ Approved ____ Denied

Comments: _____

Commercial: Date of Selectman's Meeting: ____ / ____ / 20 ____ Approved ____ Denied

Chairman or Authorized Selectman Signature

Comments: _____

SECTION IV – Fee Payment [Fee and Permit handled by the Town’s Parking Clerk)

Permit Fee Due - \$ _____ [Bank Check or Money Order] Date: _____ / _____ / 20 _____

Received by: _____
[Signature] [Print Name]

Parking Permit #: _____ Issue Date: _____ / _____ / 20 _____