

City of Shamokin 47 E Lincoln St Shamokin, PA 17872	Reserved/Business Parking Sign Application	570-644-0876 codeoffice@shamokincity.org www.shamokincity.org
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Please fill out this form in its entirety and print legibly. **Year:** _____

Business Information

Business Name: _____

Contact Name: _____

Business Address: _____ Hours of Operation: _____

Email: _____ Phone Number: _____

Please read:

By purchasing this permit, you assume all legal responsibility. The City of Shamokin is not liable for anything that may happen to your vehicle.

Please Note the following excerpted from Shamokin City Ordinance: Chapter 490: *Vehicles and Traffic*.

The City of Shamokin will promulgate and have available applications for reserved parking signs. Said applications can be obtained at City Hall or through the City website. Once the application has been completed, it should be submitted to the City Administer along with a \$10 processing fee. This fee is nonrefundable.

Applications are to be completed in their entirety. Applications not completed in their entirety will not be considered and must be resubmitted along with another \$10 processing fee.

Business must attach an explanation of the special circumstances requiring the granting of reserved parking.

Applicants with available or acquired off-street parking for patrons may not be considered for a reserved parking sign.

Approval or denial of the applications will be made within 90 days by the issuing authority.

Upon approval, the City of Shamokin will erect no more than two reserved parking signs for the businesses once the annual permit fee of \$200 per sign has been made payable to the City of Shamokin. Applications approved prior to July 1 of the calendar year will pay the full amount. Applications approved on or after July 1 of the calendar year will pay a prorated fee of \$100 and then assume the full annual fee per sign for each subsequent calendar year.

All approved applicants shall be subject to the annual fee for each sign and be subject to revocation for cause shown. After the initial year of approval and payment, all reserved parking permits shall be paid by January 31 of each year. Although courtesy notices may be sent to each reserved parking sign holder reminding him or her of the January 31 deadline, it is solely the responsibility of the holder to make payment in full on or before the deadline of January 31, for each calendar year. Nonpayment of the annual processing fee will result in removal of the reserved parking sign.

By signing this form, I confirm I read and am acknowledging the above information.

Signature: _____ Date: _____

Office Use Only

Received by _____

Received date: _____

\$10 Processing Fee Payment:

Payment: Cash Check Paygov

Approval Committee- Approved

Denied

If approved, \$50 Equipment Fee

Payment: Cash Check Paygov

If approved, \$_____ Yearly Fee

Payment: Cash Check Paygov