

## **NEEDHAM HOUSING PARKING POLICY**

It is the policy of the Needham Housing Authority (NHA) to provide, to the extent possible, parking access for NHA residents. The amount of parking spaces varies, however, with the size of the property itself. The NHA has developed the following policies in an effort to guarantee the fair distribution of parking access for its residents.

- I. Subject to availability, NHA residents, who own automobiles, may receive assigned parking spaces by applying for such from NHA management
  - A. Where possible, one parking space per licensed driver may be assigned to each household.
  - B. In the event of a shortage of parking spaces at a NHA property, one (1) parking space per unit may be assigned regardless of the number of licensed drivers residing therein.
  - C. Residents must park in their assigned space.
  - D. If a resident changes his vehicle license plate number, he/she must report the change to NHA management within 30 days.
  - E. If a resident ceases to own and operate a vehicle, she must report the change to NHA management within 30 days .
- II. NHA residents who own automobiles must provide a copy of their vehicle registration and drivers license to the Needham Housing Authority management office.
  - A. No unregistered vehicles may be parked on Needham Housing Authority property
  - B. No inoperable vehicles may be stored on Needham Housing Authority property
    1. Vehicle repairs may not be performed on Needham Housing Authority property.
    2. Vehicle waste such as motor oil, gasoline, and other fluids associated with the operation and/or repair of motor vehicles may not be disposed of in Authority drains, sewers, or trash facilities.
- III. Unauthorized vehicles in assigned parking spaces
  - A. Residents may notify the Housing Authority office of the license plate number and description of the vehicle parked in their space (during office hours)

- B. Residents may directly call the Needham Police Department after business hours.
  - 1. In these circumstances, Residents must never park in another resident's assigned parking space under penalty of being ticketed.
  - 2. Once the police have been called, Residents may temporarily park in a "visitor's parking space", after a parking summons is issued until their assigned space becomes available for their use.
- C. NHA reserves the right to tow the following vehicles at the owner's expense on NHA properties:
  - 1. Unauthorized vehicles parked in assigned parking spaces.  
*i.e. Visitors parking in any space not marked "Visitor" or residents parking in spaces assigned to another resident or marked "Visitor".*
  - 2. Unregistered vehicles will have 30 days to get registered
  - 3. Inoperable vehicles will have 30 days to make operable
  - 4. Abandoned or derelict vehicles

#### IV. Rules for VISITOR PARKING

- A. All "Visitor Parking" spaces shall be clearly marked with the word "VISITOR".
- B. It is the Leaseholders responsibility to direct their visitors to park in the appropriately signed "Visitor Parking" spaces.
- C. The addition of Visitor parking spaces will be dependent upon the availability of parking spaces for NHA leaseholders at a given site.
- D. Visitor Spaces are for Visitors only. They are not to be used by residents