

# **CARLETON PARKING MANAGEMENT**

## **TELEPHONE: (613) 720-5021**

Dear Property managers and or Board members:

All visitors' vehicles must be parked in designated visitor parking areas. Guests staying between the hours of 2:00 a.m. to 7:00 a.m. **must register** their vehicles with CPM. **SIMPLY GO TO [WWW.CARLETONPARKING.COM](http://WWW.CARLETONPARKING.COM)** or call 613-720-5021. They must give the address, license plate no. and the amount of evenings the vehicle will be in visitor parking. Registrations are taken twenty-four hours a day seven days a week. **No vehicle may be registered for more than three (3) days in a seven (7) day period without making arrangements with the property management office.**

### **VEHICLES WILL BE WARNED/ TICKETED AND OR TOWED FOR THE FOLLOWING OFFENCES:**

- A: failed to register vehicle in visitor parking between 2 a.m. and 7 a.m.
- B: portion of vehicle parked on lawn area.
- C: vehicle occupying more than one parking space.
- D: vehicle parked on roadway.
- E: portion of vehicle obstructing roadway. Example: sticking passed curb
- F: More than one vehicle parked in driveway.
- G: parking a vehicle with an expired VALIDATION sticker or no license plates. ( Visitor parking)
- H: performing mechanical work on a vehicle.
- I: obstructing work crew EX. (Snow removal, paving, line painting, sweeping etc).
- J: parking in a space reserved for the physically disabled without a permit.
- K: unauthorized parking in a reserved parking space.
- L: RESIDENT or any unauthorized vehicle parked in visitor parking (this applies day or night).
- M: vehicles larger than ½ ton on the property.
- N: any vehicle parking on the property for more than 3 days in a 7 day period will be considered to be a resident vehicle and will not be permitted to park in visitor parking at any time.
- O: vehicles not moving for snow removal in all spaces once a month (optional)
- P: monitor all parking spaces for expired plates and or no plates once a month (optional)
- Q: Monitoring all second car parking spaces (PM must supply updated list of all vacant spots.)
- R: Parking a Commercial vehicle on site.
- S: Parking a Boat/ Trailer/ Camper on site.

### **OFFICERS DUTY NOT RELATED TO TICKETING AND OR TOWING**

- 1: Report missing, damaged or obstructed signage (visitor, fire route and second car parking etc..)
- 2: Report stolen vehicles to Ottawa Police
- 3: Report vandalism or theft in progress to Ottawa Police.
- 4: Report suspicious gathering or loitering to Ottawa Police.

Property managers will receive an email within 24 hours of the stated infractions **1,2,3,4.**

When a vehicle is illegally parked in your assigned parking space, if you wish said vehicle to be removed it is your responsibility to notify **City of Ottawa BY-LAW at 311** between 7:00am to 11:00pm or Ottawa **POLICE** between 11:00pm to 7:00am at 613-236-1222.

**\*All above offences may be Ticketed or Towed on the first offence with a written authorization by the Property Manager.**