



To All Municipal Parking Lot Permit Applicants:

In light of your recent request for a Township Municipal Lot Permit, we would like to take this opportunity to provide you with a complete formal listing of the rights and responsibilities for both you and the Township under this program.

Enclosed are the regulations governing the Township permit program. Please take some time to familiarize yourself with these regulations. The permits issued are valid only for permit lots within the Permit Lot District, they are not lot specific. Please refer to the District maps if you are unsure which lots are permit lots. Permits are not valid in any permit lots outside of that district or at metered spaces. Also note that failing to display your permit will not be considered a valid justification to dispute a ticket. Finally, please take special note of the enforcement periods as outlined in item #11. The number of spaces available is determined by whether the lot is all permit spaces or mixed with meter spaces. A map of the area showing these locations is attached.

Each permit will be valid for six months at a fee of \$210.00. After completing the application, permits can be purchased at the Parking Services Department office, which is located in the lobby of the Public Safety Building at 71 E Lancaster Avenue in Ardmore. Office hours are Monday - Friday from 8:15 AM - 4:30 PM. You can also mail the application back, including a copy of your license and registration. You may also include a check or money order, made payable to Lower Merion Township, with the application. Or you can return the application, with a copy of your license and registration(s), by email.

Issuance of permits will begin several weeks before each permit period commences. Permits may be picked up in person at the Public Safety Building, 71 E Lancaster Avenue in Ardmore. If you are picking up a permit your valid driver's license and vehicle registration(s) must be presented at the time of issuance. If you have mailed or emailed a permit application, provided license and registration information, and tendered a check or money order, a parking permit can also be mailed to you at a provided address.

We hope you will find this program useful and advantageous to your parking needs.

Thomas D. Pintande  
Director of Parking Services

## **Regulations Governing Municipal Lot Parking Permits**

1. Anyone is eligible to purchase a Municipal Lot permit.
2. All Municipal Lot parking permits are purchased through the Lower Merion Township Parking Services.
3. A permit purchased for the Parking Districts of Ardmore, Bryn Mawr, or Merion/Bala Cynwyd is valid for any designated permit lot in that District only.
4. The permit must be displayed by hanging it from the rearview mirror so that it is visible through the windshield of the vehicle. Failure to properly display the permit is not a valid defense to a ticket.
5. Each permit will be valid for a period of six months, commencing on an initial date established by the Parking Services Department.
6. Each permit will cost \$210.00 for the six month period.
7. Each permit holder may register up to two vehicles on a permit. The permit shall be displayed on only one vehicle in a permit lot at a time. Sharing a permit between two or more licensed drivers of two or more differently registered vehicles is allowed under certain scenarios (e.g. part-time employees).
8. Replacement fees for lost or stolen permits will be pro-rated at \$35.00 per month to the first day of the month in which the replacement is issued.
9. A limit of four permits may be purchased by each party during the first week of each sale. Permits may not be transferred to another party without approval of the Parking Services Department. There is a fee of \$5.00 for each transfer. No permit will be transferred without surrender of the existing permit. Private resale or trading of permits is prohibited and will result in forfeiture of the permits involved. If a permit is returned prior to its expiration, a refund will not be issued.
10. In "Permit Only" lots, the permits will be enforced Monday through Friday, from 8 a.m. to 6 p.m. In mixed usage lots (those with permit spaces and meters), the permits will be enforced Monday through Saturday, from 8 a.m. to 6 p.m.
11. Duplicating, counterfeiting or altering permits will result in a fine not to exceed \$600 and revocation of the permit, and refusal to renew/reissue a permit in the future as mandated by Lower Merion Township Code 145-40.9.
12. Permits may not be purchased for commercial use, such as to park cars for sale.
13. Permits will not be issued for any vehicle with unpaid traf-o-teria tickets, citations, or other motor vehicle violations.
14. It is the permit holder's responsibility to renew their permits. No reminder notices will be mailed.
15. Permits are picked up in person at the Parking Services Department, 71 E Lancaster Ave, Ardmore (preferred) but are also available by mail.

**Township of Lower Merion  
District Lot Permit Parking  
(Ardmore, Bryn Mawr, Bala Cynwyd/Merion)**

Please read the attached regulations before filling out this form.

You can only apply for **one** District (Ardmore, Bryn Mawr, or Bala Cynwyd/Merion) and **one** six-month permit period with this form.

**Please note:** You can only apply for the permit period one month in advance of that period. **Please return the application by the 15th of the month.**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Permit District and Period** (choose only one six month period)

Ardmore - November to April

Ardmore - May to October

Bala Cynwyd - January to June

Bala Cynwyd - July to December

Bryn Mawr - December to May

Bryn Mawr - June to November

You may list up to two vehicles that the permit applies to.

**Vehicle #1**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_ Year: \_\_\_\_\_

Registration Plate: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Year: \_\_\_\_\_

**Vehicle # 2**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_ Year: \_\_\_\_\_

Registration Plate: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Year: \_\_\_\_\_

**For Official Use Only:**

**Date application received:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Check Amount:** \_\_\_\_\_ **Cash:** \_\_\_\_\_

**Permit # Issued:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_

**Return application, by the 15th of the month, to:**  
**Lower Merion Township**  
**71 E. Lancaster Avenue**  
**Ardmore, PA 19003**  
**Attn: Parking Services – Lot Permits**

A check or money order in the amount of \$210.00 made payable to Lower Merion Township may be included with your application. Do not send cash.

Issuance of permits will begin after the 15<sup>th</sup> of the month and can be picked up in person at the Public Safety Building, 71 East Lancaster Avenue in Ardmore. Your valid driver's license and vehicle registration must be presented at the time of issuance. If you have provided license and registration information, and tendered a check or money order with your application a parking permit can also be mailed to you at the address provided with the application.