

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

1. Anyone is eligible to purchase a Municipal Lot permit.
2. Permits are not good for any meter parking. Meters must be paid by coins, smartcard, or app.
3. All Municipal Lot parking permits are purchased through the Lower Merion Township Parking Services.
4. A permit purchased for the Parking Districts of Ardmore or Merion/Bala Cynwyd is valid for any designated permit lot in that District only.
5. 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.
6. Permits can be purchased on a daily, weekly, or monthly basis, commencing on the date of purchase, and are sold based upon space availability. Preference will be given to the issuance of 6 month permits.
7. Each permit will cost \$3.00 daily, \$12.00 weekly, and \$45.00 monthly.
8. 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).
9. Replacement fees for lost or stolen permits will be based upon the daily, weekly, or monthly rate.
10. 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.
11. In "Permit Only" lots, the permits will be enforced Monday through Friday, from 8 AM to 6 PM. In mixed usage lots (those with permit spaces and meters), the permits will be enforced Monday through Saturday, from 8:00 AM to 6 PM.
12. 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.
13. Permits may not be purchased for commercial use, such as to park cars for sale.
14. Permits will not be issued for any vehicle with unpaid traf-o-teria tickets, citations, or other motor vehicle violations.
15. It is the permit holder's responsibility to renew their permits. No reminder notices will be mailed.
16. Permits are picked up in person at the Parking Services Department, 71 E. Lancaster Avenue, Ardmore (preferred) but are also available by mail.

**Township of Lower Merion**  
**Short Term Lot Permits**  
(Ardmore, Bryn Mawr, Bala Cynwyd/Merion)

**By checking this box, I assert that I have read, understand, and agree to the Township's regulations, policies, and procedures for the issued permit.**

**Application will be returned if box is not checked.**

You can only apply for **one** District (Ardmore or Bala Cynwyd/Merion) with this form. No Short Term Permits are available in Bryn Mawr.

**Please note:** Permits can be purchased on a daily (\$3.00), weekly (\$12.00), or monthly (\$45.00) basis commencing on the date of purchase, and are sold based upon space availability. Preference will be given to the issuance of 6 month permits.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

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

**Permit District and Period** (choose only one and circle length of permit)

Ardmore – Daily, Weekly, Monthly From \_\_\_\_\_ to \_\_\_\_\_

Bala Cynwyd – Daily, Weekly, Monthly From \_\_\_\_\_ to \_\_\_\_\_

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: \_\_\_\_\_

**Return application to:**

**Lower Merion Township  
71 E. Lancaster Avenue  
Ardmore, PA 19003  
Attn: Parking Services – Lot Permits**

A check or money order in the amount equal to the length of time of the permit made payable to Lower Merion Township may be included with your application. Do not send cash.

Issuance of permits will begin after the receipt of payment 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.

**For Official Use Only:**

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

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

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