

January 12<sup>th</sup>, 2024

Dear downtown residents,

The Sandwich Police Department has recently taken over the city's downtown parking permit program. The permit program was created in 2016 and since then there have been several changes made. Permits are now purchased at the Sandwich Police Department located at 1251 E. 6th St. Permits are still \$25.00 and can be purchased using cash or credit card (with an additional 5% processing fee). Permits expire one (1) year from the date of purchase.

We would like to take this opportunity to remind permit holders of the following guidelines and restrictions:

- 1) Each permit can only be associated with one vehicle. At the time of purchase, the associated vehicle information will be recorded and entered into our computer system.
- 2) This parking permit is non-transferable. This means you can not transfer your parking pass to another person. Upon termination of the use of your parking placard, you must return it to the Sandwich Police Department.
- 3) If you get a new vehicle you must update your vehicle information with the Sandwich Police Department.
- 4) A properly permitted vehicle may be parked overnight in City Lot #1 (Railroad St between Main St. and Wells St.) or City Lot #2 (Railroad St. between Wells St. and Veterans Park). A parking placard DOES NOT allow a vehicle to remain parked overnight on a street that prohibits parking from 2:00 a.m. to 6:00 a.m. or any other restricted parking zone.
- 5) While parked overnight in City Lot #1 or City Lot #2, the vehicle must have its parking placard displayed on the rearview mirror. Vehicles that do not have a placard properly displayed will be subject to a city compliance citation.

We would also like to take this opportunity to ensure we have the most up-to-date records for issued permits. We are looking to confirm we have the current resident information for each of the downtown units along with the correct vehicle information and permit number. You can update your information by coming into the police department and completing a registration form or contacting us by phone at 815-786-7261. Permit holders have until 5:00 pm on February 2<sup>nd</sup>, 2024 to ensure their information is up to date with our department. Any vehicle with a permit that is determined to have inaccurate information will be subject to receiving a citation.

Thank you for your assistance in the matter,

Sandwich Police Department