

**NORTHBOROUGH  
HOUSING  
AUTHORITY  
PARKING POLICY  
2025**

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## Northborough Housing Authority Parking Policy

### Background

The following policies and procedures have been established to manage limited parking at the Northborough Housing Authority (NHA).

- ✦ The NHA may designate by markings and/or signs allowable uses for the space in each Northborough Housing Authority lot. Designations may include but are not limited to “Tenant Parking,” “Visitor Parking,” “NHA Staff Parking,” “Handicap Parking,” “No Parking,” *etc.* Any space not otherwise marked is hereby designated “*Tenant Parking.*”
- ✦ Parking at each NHA lot is entirely at the owner’s risk. The use of any parking area is solely at the vehicle owner’s risk, and the Northborough Housing Authority assumes no responsibility of any nature concerning the vehicle or its contents; this provision shall not be deemed to have been waived by any action of the Northborough Housing Authority or its employees.

### Parking Policy

#### Residents

1. Residents must have a parking permit issued by the NHA to park in any NHA lot. Parking permits must be renewed at the time of recertification. Failure to renew parking permits will result in vehicle removal after 10 calendar days of the effective date of the recertification. Vehicles will be towed at the tenant’s expense
2. Vehicles are limited to one (1) per household at Colonial Village and Heritage Village lots. The resident must own the vehicle with a current Massachusetts registration, insurance, and a valid Massachusetts driver’s license at the time of permit application. If there is more than one household member, two parking permits may be requested. A second permit will be issued if space allows it; however, such permission will be revoked if there are no longer enough parking spaces for all other tenant households to have at least one parking space. Households with two permits must plan for such a change.
3. Under the Americans with Disabilities Act, the NHA is required by law to offer reasonable accommodations to disabled tenants. Please speak to the office if you need an accommodation due to a disability.
4. If the Massachusetts Registry of Motor Vehicles finds a resident incapable of driving, the vehicle must be removed from the NHA parking lot within 15 calendar days.
5. Residents must submit a “**Parking Permit Application**” for each vehicle and receive authorization before parking any vehicle in a NHA lot.
6. Due to the limited number of parking spaces available, tenants will park in spaces on a first-come, first-served basis.

7. Tenants or guests who harass others regarding parking spaces violate this policy, and the NHA will begin lease enforcement with such individuals. Any questions about where tenants or others are parked should be directed to the office.

8. Handicapped Parking spaces are *not* assigned spaces, and handicapped tenants may park on a first-come, first-served basis with a valid handicap placard or plate in designated spots. Please remember, even picking up and dropping off use of the space is prohibited unless you have the placard or plate. There will be no reserved or assigned parking spaces at any NHA lot.

9. Residents must notify the office immediately if they need a replacement permit. Replacement permits are free once per year; otherwise, a \$10 fee will be charged.

10. Residents will only park the vehicle(s) authorized by the Northborough Housing Authority in parking spaces designated for resident parking. No parking in fire lanes, on the grass or islands, and do not block in other tenants, guests, or contractors. Vehicles will be towed at the tenant's expense.

11. Residents will abide by all applicable laws regarding the ownership and operation of motor vehicles on NHA properties, including having a valid Massachusetts registration and license plate, a current Massachusetts motor vehicle inspection sticker, and a car in proper running condition.

12. Non-operable vehicles will not be allowed to be kept in Northborough Housing Authority parking areas. Residents will have seven calendar days to remove the vehicle or have it repaired. Non-operable vehicles will be towed at the tenant's expense.

13. Residents must immediately (**within one business day**) notify the office:

- a. When a license plate number is changed
- b. When a vehicle is no longer owned by the Resident or Household Member
- c. When a Resident first obtains a vehicle that is to be parked on NHA Property

14. Vehicles must park only in parking spaces designated for residents, one space per vehicle. Oversized vehicles that do not entirely fit into one parking space are prohibited. While parked, the car may not block any other vehicle. No vehicle can park on the grass or lawn. No vehicle may park blocking a dumpster, fire lane, or any other area not designated as a parking area.

15. Vehicles at any NHA lot cannot park in courtyards, on grass, between buildings, or drive or park on sidewalks. The fronts of each building at Heritage Village are considered fire lanes and must be kept clear; no parking is allowed, vehicles will be towed at the tenant's expense

16. Only vehicles that are driven regularly, year-round (at least twice a month), will be allowed to be issued a parking permit. **Due to the limited parking spaces, the NHA does not intend to provide vehicle storage in community parking areas.**

17. Parking permits must always be displayed and are NOT transferable from one vehicle to another.

18. The only emergency repairs that may be conducted in NHA parking areas are changing flat tires and jumping the battery. No other repairs are allowed on the NHA properties.

19. Vehicle washing is prohibited at all NHA properties.

20. Unauthorized and/or improperly parked vehicles are subject to towing at the owner's expense. This includes blocking a vehicle or building access, yellow curbing, fire lanes, blocking a dumpster, parking on the grass, etc.

21. The NHA reserves the right to remove from NHA property – at the vehicle owner's expense – any vehicle whose NHA parking permit has been revoked or expired, any vehicle occupying a reserved or assigned parking space without authorization, any vehicle lacking current Massachusetts registration, lacking plates, or any abandoned vehicle.

### **Guests | Social Service Providers**

**Visitor Parking** is only available within the parking lot. The Northborough Housing Authority **does not** provide visitor parking permits.

**Guests and Social Service Providers who have prior approval may be issued a temporary parking placard or sign-in at the discretion of the** Northborough Housing office.

- *a. **Guest:** A person allowed by any family member to stay overnight for not more than 21 calendar days per year and with prior written approval from the Northborough Housing office.*
- *b. **Visitor:** A person allowed by any family member to enter the unit but not stay overnight.*
- *c. **Service Provider:** A person employed and paid by a resident or a service agency to assist with housekeeping, laundry services, shopping, other household requirements, and personal services, such as bathing, dressing, and grooming.*

✦ **Visitor Parking** is only allowed when spaces are available.

✦ **Guest / Social Service Provider Parking** is only allowed in available spaces UNLESS they have a temporary parking placard or have signed in at the office. They may park in tenant parking spaces.

✦ If no **“Visitor Parking”** is available, visitors, guests, and social service providers must find a location to park elsewhere.

✦ Any vehicle remaining in the same visitor space exceeding 48 hours may be subject to towing at the vehicle owner's expense.

✦ Any vehicle with a temporary parking permit may not stay in the same space for more than 48 hours. Exceptions to this policy will be provided as a reasonable accommodation for a tenant with a disability.

## **Residents with Commercial Vehicles**

Commercial vehicles displaying commercial license plates, insured for commercial use, or displaying words, numbers, or symbols that name or depict attention to a business enterprise (except that of the vehicle manufacturer) will not be issued a parking permit or allowed to park in visitor spaces. This includes school buses, limos, and taxi cabs.

## **Snow | Weather Emergency | Construction Parking Policy**

### **Snow | Weather Emergency Parking**

Residents must be prepared to move their cars when a significant weather event is anticipated. This might include snow removal operations or flooding from a hurricane. A Snow Emergency Declaration by the Town of Northborough should warn residents that the Northborough Housing Authority will likely impose restrictions.

The Northborough Housing Authority will try to notify residents by posting notices in first-floor hallways and on Facebook when conditions allow. The Northborough Housing Authority reserves the right to request that vehicles be moved to a snow-cleared location for snow removal during significant snowstorms. Failure to move vehicles during a major snowstorm may result in vehicles being towed at the vehicle owner's expense due to health and safety concerns.

Residents are to remove snow from their vehicles within 24 hours after the end of a storm to visibly display their parking permits and return vehicles to legal parking spaces when they become available. If you are unable to drive your vehicle for any reason and a snowstorm is predicted, please make arrangements to have someone else move it during the plowing process. NHA staff members cannot remove snow or move tenant vehicles.

## **Construction**

During construction periods, residents must be prepared to cooperate with our efforts to improve our communities. As construction progresses, areas will be posted for work equipment access. Residents will be notified of any construction-related parking restriction by phone, email, flyer, and/or Facebook post. Vehicles parked in a posted area will be towed at the owner's expense.

## **Parking Permit Enforcement**

Individuals or vehicles that violate the parking policy may be subject to towing (at the vehicle owner's expense) and/or revocation of the parking permit; fines of \$25 for a first offense and \$50 for any subsequent offense will be charged to the tenant.

## **Applying for a Parking Permit**

### **Resident Parking Permit:**

1. Applications for parking permits are available during NHA hours of operation at the NHA Office located at 26 Village Drive, Northborough, MA.
2. When returned, applications must be completed thoroughly, along with proper documentation showing that the vehicle is registered in the tenant's name at the tenant's Northborough Housing residence and principally garaged at an NHA Property.

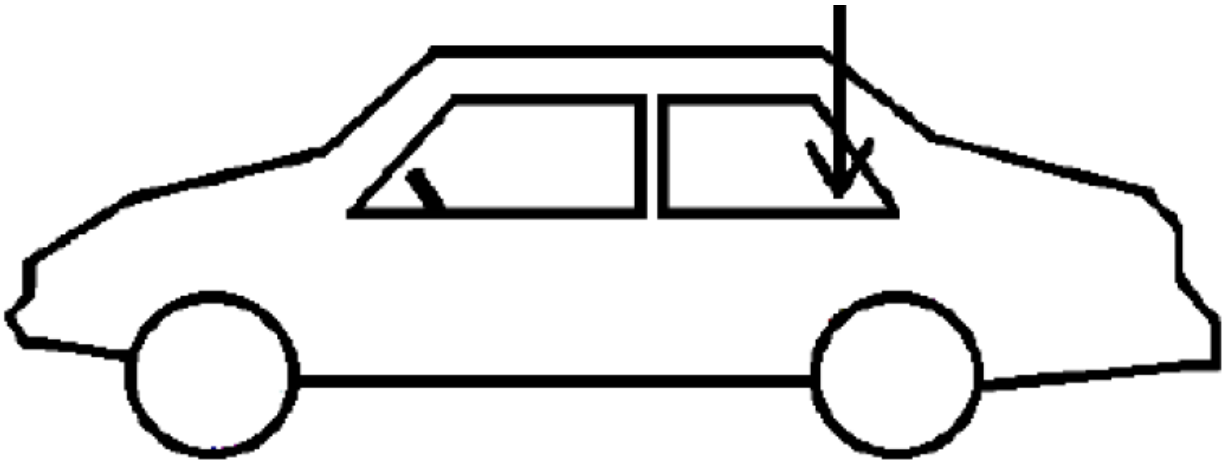
3. The office, ED, or their designee will review and approve applications.
4. A copy of the permit form, including the assigned parking permit number, will be kept in the resident file and in a central database.
5. Each parking permit will be reviewed annually during re-certification to ensure current information.

**Reasons for Denial of Parking Permit:**

1. The resident does not have a valid driver's license.
2. Resident does not own or lease the vehicle.
3. The vehicle is not registered in Massachusetts.
4. There are more registered vehicles than Licensed Operators.
5. Unsafe operation of a motor vehicle on NHA property
6. No RVs, trailers, buses, commercial or commercial-grade vehicles will be allowed to park on NHA lots.
7. Parking in violation of this policy.
8. Any denial, revocation, fine, or other issue may be appealed to the Executive Director with written notice.

**Placement of Permit**

The permit must be permanently affixed as a sticker to the inside lower right-hand corner of the driver's side back window. Please see the diagram below for reference.



The policy was passed at the January 8, 2025, Meeting of the Board.