



BUSINESS NAME: _____

CITY OF GREEN BAY - PARKING DIVISION

PRIVATE PROPERTY PARKING ENFORCEMENT AGREEMENT

Green Bay Parking Division agrees to provide parking enforcement services as follows:

- Routine Daytime Enforcement (8 a.m.-6 p.m.)
- Routine Nighttime Enforcement (8 p.m.-5 a.m.)
- Daily 24 Hours/7 Days per Week
- On complaint only—please email all requests for enforcement to gbparking@greenbaywi.gov

Parking Division is staffed 24 hours per day and 7 days per week. Weather-related issues, safety issues, and special events will take precedence over enforcement.

- Citations issued on private property on complaint of the owner/manager **will not be voided.**
- Either the party who received the citation OR the party requesting the citation will be responsible for payment.
- Parking Division will only void citations issued by its own error(s).
- Parking Division is able to ticket vehicles in private lots per this agreement but CANNOT have the vehicle towed. If the property owner wishes to have the vehicle towed, they may do so.

BUSINESS/APARTMENT COMPLEX ENFORCEMENT:

1. DESIGNATE two (2) individuals who are authorized to have vehicles cited.
2. EMAIL all requests for enforcement or to cancel enforcement for a designated timeframe to gbparking@greenbaywi.gov.
 - This allows enforcement staff to respond immediately to requests.
 - Enforcement staff will provide feedback (tagged...gone... etc.).
 - This provides a tracking mechanism if questions arise after citation issuance.

Business/Apartment Complex	
Authorized Individual Contact #1	
Name	
Email Address	
Telephone Number	
Authorized Individual Contact #2	
Name	
Email Address	
Telephone Number	

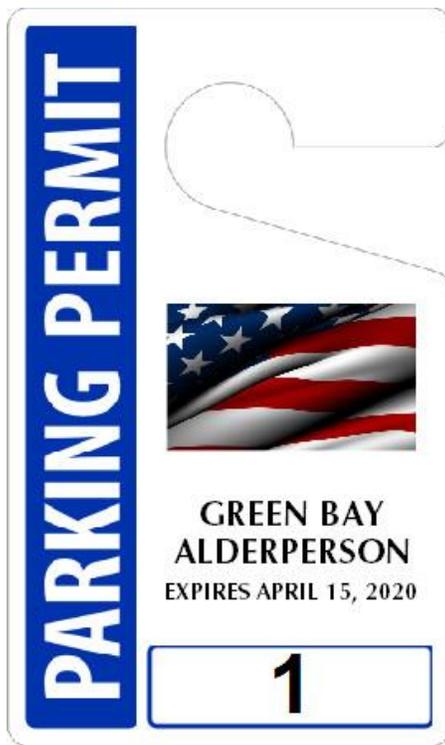
3. SIGNS (suggested verbiage below) must be posted at each entrance to each parking lot. Please attach photographs of signs.

PRIVATE PARKING
VIOLATORS WILL BE
TICKETED/TOWED

PERMIT PARKING
DISPLAY REQUIRED PERMIT
VIOLATORS WILL BE
TICKETED/TOWED

4. PERMITS/DECALS/HANGTAGS

- Must be brightly-colored
- **NO** transparent permits/decals/hangtags
- Each permit/decal/hangtag must be displayed in ONE location on the vehicle and must be prominently displayed for error-free enforcement.
 - USING MORE THAN ONE PERMIT IS ALLOWED AS LONG AS THE PERMITS/DECALS/HANGTAGS ARE DIFFERENT, for example employee/resident passes may be a decal placed on driver's side windshield, while visitor/guest daily passes may be hung from the rearview mirror.
- A color original or copy of EACH permit must be attached to this agreement.
- Provide a map of property (google earth suggested) noting which permits/decals/hangtags are allowed in each lot.
- Hangtags of this type are the favorite of enforcement staff. They are durable, easy to read, and customizable with your logo. Green Bay Parking Division's standard disclaimer is on the reverse side.



GREEN BAY PARKING DIVISION

City Hall, 100 N. Jefferson Street, Room 300
(920) 448-3431, 8 a.m.-4:30 p.m. weekdays

Scan colored copies of all paperwork to gbparking@greenbaywi.gov.

Contact: Justin Linzmeier, Parking Superintendent, justinli@greenbaywi.gov
(920) 448-3430, Hours: 6:30 a.m.-3 p.m.

Beth Nadolski Spears, Parking Supervisor, elizabethna@greenbaywi.gov
(920) 448-3095, Hours: 8 a.m.-5 p.m.

Print Name

Date

Telephone #

Signature

Print Email Address

Print Company Name

Office Signature for Commencement

Print Company Street Address

Cancellation Date

Print Company City/State/ZIP

Office Signature for Cancellation



BUSINESS NAME: _____

PARKING LOT ADDRESS: _____

Attach additional page(s) as needed. One page is required for each parking lot.

Provide pictures of signs posted at all entrances (every entrance **MUST** be posted).

Provide a map of the lot, noting areas to be enforced and areas not to be enforced.

Provide a color copy or sample of the parking permit.

Location on the vehicle where the parking permit will be displayed:

- Driver's side windshield, lower left corner
- Driver's side windshield, top left corner
- Passenger's side windshield, lower right corner
- Passenger's side windshield, top right corner
- Rearview mirror (hangtags **MUST** hang)

PERMITS ARE NOT ALLOWED ON REAR WINDOWS, SIDE WINDOWS, OR BUMPERS (FRONT OR BACK).

ENFORCEMENT GUIDELINES		
VIOLATION	ENFORCE	
Failure to display permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parked outside of designated stall	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Double parked or blocking driveway	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Blocking sidewalk	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parked in drive lane OR fire lane	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parked in handicap stall without visible valid permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On complaint without consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parked on grass	<input type="checkbox"/> Yes	<input type="checkbox"/> No
No backing into stalls	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other: _____
