



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail cityhall@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

Parking Permit Application

Ordinance #208

TENANT INFORMATION

_____ Name	_____ Phone Number
_____ Address	_____ License plate number
_____ Vehicle make/model	_____ Permit Number

Do you reside at the address listed above? Yes/No

Are you the registered owner of the above listed vehicle? Yes/No

LAND OWNER INFORMATION

SPECIAL PARKING CONDITIONS

_____ Name	_____ Lot/Street
_____ Address	_____ Date Issued

When you vacate the premises referenced above and/or a parking permit is no longer needed for the above referenced vehicle, have the land owner sign the statement below and bring this sheet to City Hall for a refund, \$5.00 for each complete month through May 31.

_____ Tenant name	Is no longer residing at
_____ Rental address	_____ Date apartment vacated
_____ Land owner signature	

Parking Permit Information:

- A permit is required for parking in a municipal parking lot.
- No parking is allowed in **any** City parking lots (without a permit) from 2:00AM - 6:00AM.
- All Parking Permits must be located on the upper left rear windshield of your vehicle.
- When your permit is issued you will receive one visitor's pass.
- There is no parking on any City street from 2:00 am-6:00 am. Please make sure any guest that you may have is aware of the City ordinance. Any guest parking on a City street could be ticketed or towed away at the owner's expense.
- All Parking Permits expire on May 31st.
- On the evening of the 1st of each month - park on the North side of the lot, on the 2nd of each month - park on the South side of the lot, on the 3rd of each month park on the North side of the lot, etc. This allows for crews to sweep lots in the summer and remove snow in the winter. During the winter months, when it snows, please park at the east end of the lot.