



# Bullrun Townhouse Association

## Parking Permit Request New & Renewal: 1 Vehicle

Date: \_\_\_\_\_

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

Street & Unit #: \_\_\_\_\_

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

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

Cell Phone #: \_\_\_\_\_

**IMPORTANT:**  
Attach photocopies of **ALL DRIVERS LICENSES OF ALL DRIVERS IN THE HOUSEHOLD**. We need to be able to see the name, address, photo & expiration date. Black out other personal information.  
Attach photocopies of **ALL CURRENT VEHICLE REGISTRATIONS for ALL VEHICLES** in the household.  
All photo copies of your documents will be destroyed after a decision is made from the Parking Committee.

Length of time permit is needed:     1 month             3 months             6 months             1 year

**\$25.00 monthly fee for a parking permit.**

Detailed explanation of reason for this request: \_\_\_\_\_

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### Vehicle Description:

Make & Model: _____	Color: _____
Year: _____	License Plate: _____
Total # of vehicles in household: _____	Total # drivers in household: _____

**\*\* Incomplete forms will not be considered by the Parking Committee. BEFORE FILLING OUT THIS FORM PLEASE REVIEW THE GOVERNING DOCUMENTS TO SEE IF YOU EVEN QUALIFY FOR A PERMIT. \*\***



**25. Parking Policy**

A. Parking Policy:

1. Resident vehicles are to be parked in garages or carports at all times. If a resident is making a quick stop by home, for example, they can park in guest parking for up to 30 minutes. This is to be a last option, and only to occur on rare occasion, as guest parking is limited and residents need to take the extra couple of seconds and pull into their garage/carport. Visitors are to park in guest spaces. Residents are responsible for their guests. Parked vehicles are not allowed to impede traffic.
2. Temporary parking in front of garage/units is allowed for the explicit purpose of loading and unloading of the vehicles. The vehicle must be attended at all times. This unloading/loading period shall last no longer than 15 minutes and is allowed between 7am and 10pm. No parking in front of garage/units is allowed between the hours of 10pm and 7am. Parked vehicles are not allowed to impede traffic.
3. Vehicles that are parked in carports shall be operational and are not to be in a state of disrepair. Commercial vehicles are not to be parked in any areas of the complex, except for loading and unloading. No parking permits will be issued for commercial vehicles or vehicles not registered in a Bullrun resident's name.
4. No parking is allowed in unmarked areas (in front of curbs, mailboxes, etc.). Vehicles parked in guest parking are to only occupy one spot.

B. Parking Permits:



1. A parking permit is required for any exception to the parking policy. The permit application form is available at the Rec Center. This application is used for new permits as well as permit renewal requests.

Along with the completed application the following must be provided:

- a. A copy of the of valid driver's license with personal information, such as birthdate and DL number blacked out, for each driver at the residence. Name, address, expiration date and photo must be legible.
- b. A copy of every vehicle registration for each car at the residence. The name(s) on the registration must match the residents that live at the address.

These copies will be destroyed when a decision on the application has been made.

By applying for a permit, it does not guarantee that a permit will be issued. Residents need to do everything possible to comply with the policy of 2 cars per unit parked in their garage/carport, before submitting an application for a permit.

2. Permits will be reviewed on a case by case basis. If a permit is issued, the permit can specify where a vehicle must be parked at all times when parked at Bull Run, as guest parking is limited. Permitted vehicles must be driven on a regular basis more than 4 to 5 times a week and not just remain parked in guest parking. Vehicles are required to follow any additional directions issued with any parking permit. Permits are revocable at any time. Permits must be displayed in the window of the vehicle.
3. Due to limited guest spaces, parking permits are generally limited per street as defined below. No more than 1 permit per unit shall be issued.

50- Maximum of 3 permits.  
55- Maximum of 3 permits.  
110- Maximum of 2 permits.  
220- Maximum of 3 permits.



- 251- Maximum of 2 permits.
- 333- Maximum of 3 permits.
- 361- Maximum of 1 permit.
- 371- Maximum of 6 permits.
- 381- Maximum of 1 permit.
- 445- Maximum of 2 permits.

4. There is a monthly fee to have a parking permit. This fee is due on the first of each month and is delinquent after the 20<sup>th</sup> of each month. The amount of the fee will be subject to review annually by the Board of Directors in conjunction with the annual budget review process. If a resident becomes past due on dues or any other fees, the parking permit may be revoked. Unit 361 #4 will be exempt from the parking fee as this unit was built only having one parking space.

C. Parking Infractions:

1. If a unit violates the association's parking policies, there will be only one warning issued. This warning will be mailed and then also posted on the vehicle when possible. After issuance of the warning, the resident is to as quickly as possible assure that the vehicle is no longer in violation of Bull Run policies. 72hrs after this initial warning, any parking violation shall result in \$50.00 fine per violation, per day. A copy of the violation will be mailed and also will be placed on the vehicle when possible.
2. Vehicles are subject to immediate towing at owners expense and a \$50.00 fine if any of the following occur:
  - A. Any vehicle that impedes traffic or blocks other residents' access to unit.
  - B. Has a parking permit revoked.
  - C. Has been fined three or more times.
3. Fines for violations can be issued by the association manager, parking committee chair and the board. Unit owner may request a hearing before



the Board of Directors. The hearing shall be in person or in writing, at the option of the owner, at the next regular board meeting. Request for a personal or written hearing, and any written material to be submitted by the owner for consideration by the Board must be received by the manager or Association President at least 48 hours before the Board meeting.

(12/13/83, 2/14/84, 4/9/84, 7/14/87, 10/13/93, 02/28/11, 03/21/16, 8/15/16, 10/26/20, 8/15/22, 12/19/22, 1/16/23)