



City of Hamilton
City Hall, 71 Main Street West
Hamilton, Ontario,
Canada L8P 4Y5
www.hamilton.ca

Hamilton

BY-LAW 01-220 BLANKET ENFORCEMENT

Hamilton Municipal Parking System

80 Main Street West at Summers Lane
Telephone: 905.540.6000 Fax: 905.540.6001
Email: parking@hamilton.ca

Enforcement of Non-residential Commercial Parking Lots

The City of Hamilton Private Property By-law has been amended to authorize enforcement on **non-residential commercial parking lots** in the absence of the property owner, or designate.

Property owners wishing to obtain enforcement services, without having to personally attend their property, at the time of enforcement may do so by satisfying the following requirements.

1. The property owner must provide the Superintendent, Enforcement Operations with:
 - (a) A general written complaint which meets the requirements of the Department, (see the attached "**General Complaint**" form); and,
 - (b) Where parking is regulated by permit, a sample copy of the permit to be used. Permits must also meet Department standards, (see the attached "**Permit Standards**" listing).
2. Signs of a type deemed suitable by the Department must be posted on the property in a satisfactory manner. Said signs must clearly define the restrictions in effect.

For further information, or to apply for enforcement pursuant to a general written complaint, please contact the Private Property Information Officer at 905.546.2424 ext.1693.

NON RESIDENTIAL COMMERCIAL PARKING LOTS

PERMIT STANDARDS

- 1.) **Pay and Display Parking Meters** normally dispense a 7cm x 5.5cm (2" x 2 ¾") ticket, and when property displayed on the vehicle dash is an acceptable permit.
- 2.) **Permanent Permits** issued to authorized vehicles, shall be of the **MIRROR HANGER** style. The size of which is not to be less than 6.5cm x 12.5cm (2 ½" x 5") and must be a bright, preferably neon, colour.
- 3.) **Temporary Permits** for authorized visitors or short term use, may be a **Lay on Dash** style of a bright, preferably neon coloured paper. One sheet of 8 ½" x 11" paper will accommodate two permits of one half sheet per permit. The advantages are 1) cost effective and 2) the permit is disposable when expired.

GENERAL

- 4.) The font style and size must be clearly readable from the vehicle exterior.
- 5.) The property name and/or municipal address must be printed on the permit.
- 6.) Permits must not be hand written or appear to be modified subsequent to its original printing.
- 7.) Condition of use may appear on the back of the permit.

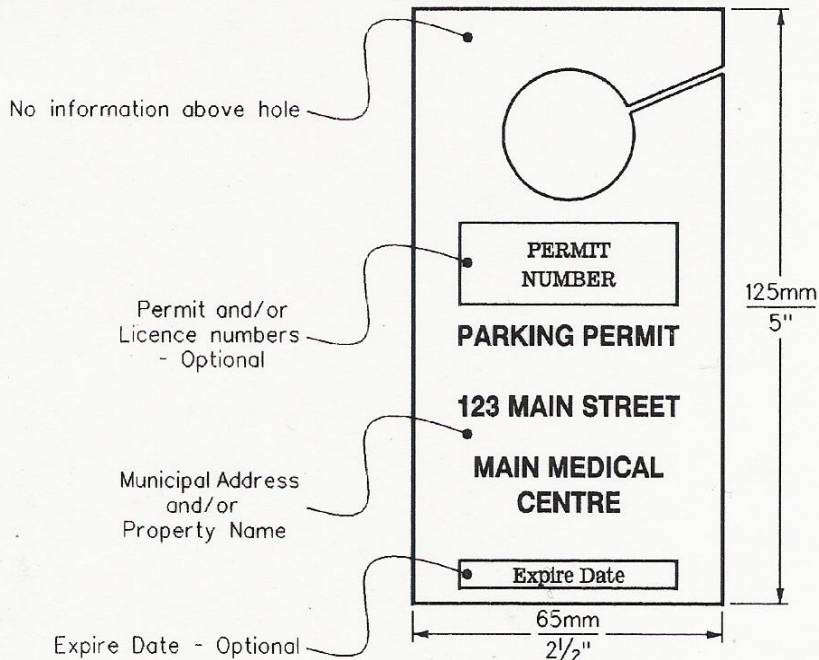
PARKING PERMITS FOR PRIVATE PROPERTY

PERMANANT PERMIT

(Mirror hanger style)

Permit to be a bright, preferably NEON colour

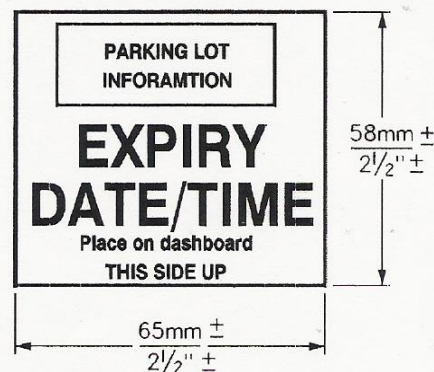
Font style and size clear and readable



PAY & DISPLAY PERMIT

(Ticket Dispensing Machine)

This is an example facsimile only

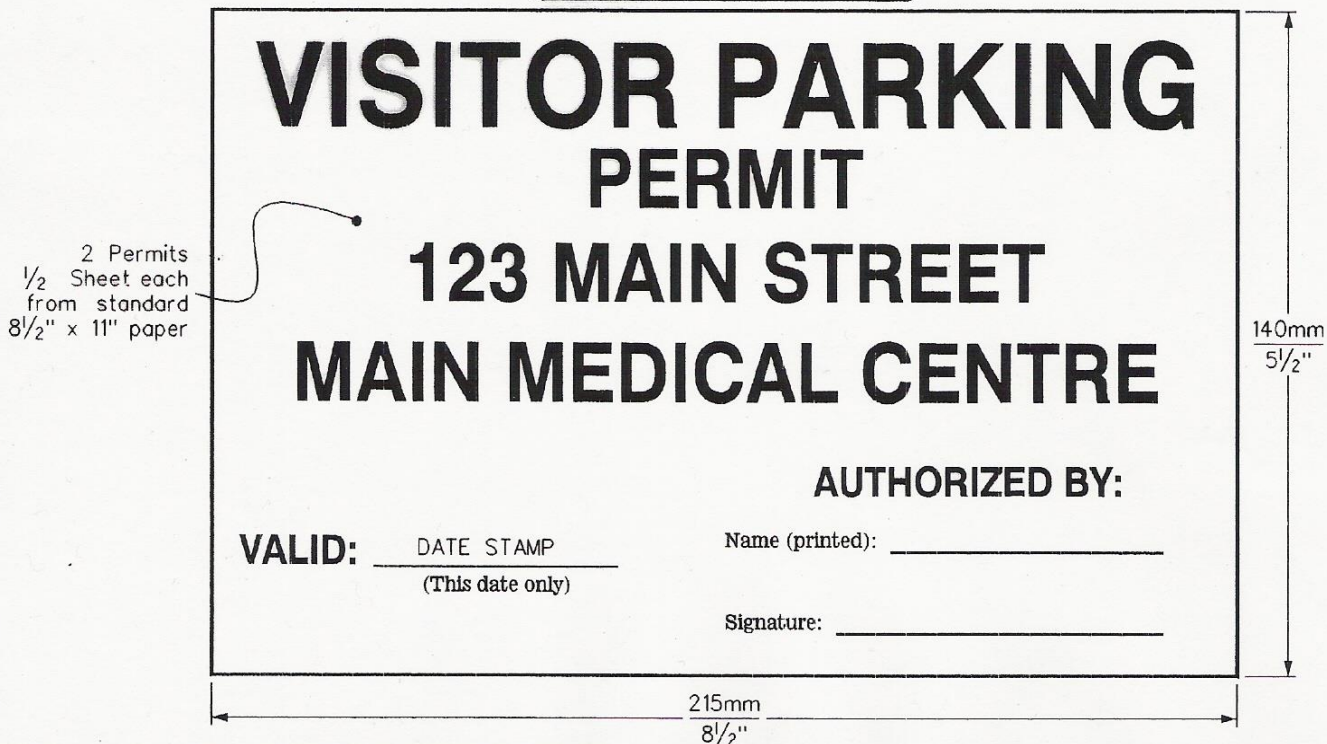


TEMPORARY PERMIT

(Lay on dashboard style)

Permit to be a bright, preferably NEON colour

Font style and size clear and readable





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Dear Sir:

Re: Enforcement of By-law No. 01-220 pursuant to General Written Complaint

I, the undersigned, being the owner/occupant of the property described herein, do hereby provide a general written complaint pursuant to said property and request enforcement of the City of Hamilton Private Property By-law thereupon.

Subject Property Address		
	, ON	Postal Code

I warrant that the aforesaid property is a non-residential commercial parking lot or a vacant or partially vacant lot, that the following restrictions are to be deemed in force and effect, and that suitable signs have been erected describing said regulations.

Regulations (As indicated on sign) <u>AUTHORIZED PARKING ONLY AND</u>

Owner Occupant Name - Please Print		Telephone ()
Mailing Address		
Municipality	Province	Postal Code
Date	Name (Type Or Print)	
	Signature	

Enforcement of By-Law 01-220 Pursuant to General Written Complaint

SPECIAL INSTRUCTION

(For Internal use only)

The following instructions are used by City of Hamilton Municipal Law Enforcement Officers only and are not provided to the general public.

These instructions may be amended at any time, without having to change the signs.

EXAMPLE: POSTED REGULATION: Authorized Parking Only AND No Parking Except
By Permit

However: The Special Instructions might be:

- Do Not Enforce
1. Marked Company Vehicle
 2. From 7pm until 7am
 3. During JULY AND AUGUST

SPECIAL INSTRUCTIONS:

DATE: _____

NAME : (TYPE OR PRINT) _____

SIGNATURE: _____



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BY-LAW 01-220 AUTHORIZATION

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This document identifies the person named herein as being authorized to act as agent on behalf of the property owner for the purpose of enforcing By-law 01-220.

Enforcement Location (property address):	
Property Owner Name (type or print):	
Owner Address:	
	Phone:
Owner Signature:	Date:

Agent Name (type or print):	
Agent Address:	
	Phone:

The Authorized understands:

1. The Authorized signature is required to be added to the enforcing officer's handheld device at the time of issuance.
2. The Authorized is required to provide their full name, mailing address and phone number to the Parking Control Officer, which will be added to the device for office use and contact purposes.
3. That the Authorized must accompany the Officer and identify the vehicle(s) alleged to be in violation.
4. That the Authorized must witness the issue of any Parking Infraction Notices.
5. That the Authorized shall provide the original ticket or facsimile thereof to the Parking Adjudicator at the First Attendance Facility within fifteen (15) days should they decide to request that the Parking Infraction be withdrawn.
6. That attendance to Court, at the request of the Parking Adjudicator, is mandatory.
7. That providing false or misleading information, at any time, may be actionable.
8. That failure to comply with any requirement of the City may result in the suspension of enforcement services.
9. That tickets issued on private property are only considered for withdrawal at the direction of the property owner or their authorized agent requesting the original enforcement (see policy to rescind). In the event of any dispute, individuals having received a parking infraction notice may be referred back to the authorized agent/property owner for information.

Agent Signature: _____ Date: _____

This document, or its equivalent, and the photographic identification satisfactory to the enforcing Officer must be presented at the request of the Officer. This document must be in the agent's possession – DO NOT deliver this form or copies thereof to the City.

Hamilton Municipal Parking System: 905.540.6000

The personal information on this form is collected under the legal authority of the Municipal Act, 2001, S.O. 2001, c. 25, Sec. The information collected will be used for the purpose(s) of enforcing City of Hamilton By-law No. 01-220. If you have any questions or concerns about this collection, please contact a Parking Control Supervisor at 905-540-6000.



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BY-LAW 01-220 POLICY TO RESCIND

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Enforcement of By-Law 01-220

When a parking infraction notice has been issued on your property to a vehicle that had the authority in which to park, the Parking Adjudicator at Hamilton Municipal Parking System will rescind the ticket when the following procedures have been satisfied:

1. Property management to review the circumstances leading to the issuing of a parking infraction notice with the applicable individual to avoid repeat occurrences.
2. That the Authorized copy the parking infraction and fax to the Parking Adjudicator at the First Attendance Facility at 80 Main Street West (at Summers Lane) should they decide to request that the Parking Infraction be withdrawn.
3. That any requests for withdraw be submitted within fifteen (15) days from date of issue. After this time, cancellations are at the discretion of the Parking Adjudicators.

TO THE ENFORCEMENT ADJUDICATOR:

The circumstance surrounding this ticket has been reviewed by our management.

This ticket was issued to a vehicle that was authorized to be on the property, and we ask that these charges be withdrawn.

Sincerely,

Authorized Signature

NAME (Please print)

DATE

Location of Violation:

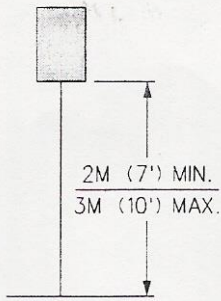
Ticket number Issued to Vehicle:

Reason for Termination:

The personal information on this form is collected under the legal authority of the Municipal Act, 2001, S.O. 2001, c. 25, Sec. 11(1)8. The information collected will be used for the purpose(s) of enforcement of City by-law No. 01-220. If you have any questions or concerns about this collection, please contact a Customer Service Representative at 905-540-6000.

SIGN SERIES

DT:4029-10



ALL SIGNS ARE BLACK TEXT ON WHITE BACKGROUND EXCEPT FOR RED CIRCLE AND STROKE, AND BLUE DISABLED SYMBOL.
ALL SIGN TABS ARE WHITE TEXT ON BLACK BACKGROUND.
MINOR VARIATIONS TO THE ABOVE SIGNS MAY BE PERMITTED.
VARIATIONS, LOCATION AND NUMBER OF SIGNS ARE SUBJECT TO THE APPROVAL OF THE
MANAGER OF PARKING & ENFORCEMENT OPERATIONS