



# MUNICIPAL LOT EMPLOYEE BUSINESS PARKING PERMIT

Permits are valid for 6 months for the following periods: January 1– June 30 and July 1–December 31.  
 The fee is \$300(Non-profit \$150) per cycle, due upon approval (prorated monthly after the cycle begins).  
 Meridia Parking Rate: \$100 Indoor Parking / per month / 1 space | **One Thompson:** Parking rates depend on the property

Date: \_\_\_\_\_  NEW  RENEWAL

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

Business Name & Address: \_\_\_\_\_

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

**Lot:**  Lot A  Lot A1  Lower Lot B  C  F  Legion  River Street

**Vehicle Type:** Sedan/Coupe  Minivan  Van  SUV  Truck  Other: \_\_\_\_\_

REQUIRED DOCUMENTS	CONDITIONS
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**1. Driver's License**  
**2. Vehicle Registration:**  
**3. Vehicle Insurance:** (current and unexpired).

**PROOF OF EMPLOYMENT**

- **Paystub:** The name on the paystub is required to match the driver's license and business employment name
- **Employment Letter:** A written and signed letter of employment acknowledgement from the owner of the business shall be required for all permit applications.
- **Owners:** Business Registration Certificate
- **Hours:** 8am-8pm daily, after this time you must pay the meter

**Owner/Manager Contact Information**  
 Name: \_\_\_\_\_  
 Number: \_\_\_\_\_

- The Driver's License, Vehicle Registration & Insurance must all match the s name listed on the application.
- Decals must be displayed on the driver's side upper left corner of the rear window.
- All vehicles are required to park head-on to properly display the decal.
- 1 permit is needed for each vehicle, decals are non-transferable
- Employment must be with a Dover business.
- If more than one (1) employee business parking permit is requested, vehicle registration **MUST** be submitted for each vehicle, clearly reflecting ownership.
- If more than one (1) employee of the same business is requesting a permit, each individual employee must complete an Employee Business Parking Permit Request with supporting documentation.
- It's the employee's or employer's responsibility to notify the town of the following: (*Change of vehicle new/used, license change, and fired or new local employment*).
- When snow is forecast, vehicles must be moved to Lot B (Crescent Field). Failure to move will result in towing
- New decal is required during the cycle for any reason, a \$10 fee for a new decal is required

Applicant Signature: \_\_\_\_\_

**\*\*DO NOT WRITE BELOW THIS LINE - OFFICIAL USE ONLY\*\***

**DOCUMENTS RECEIVED & ATTACHED**

<b>Block:</b>	<b>Lot:</b>
<input type="checkbox"/> Driver's License <input type="checkbox"/> Vehicle Registration <input type="checkbox"/> Vehicle Insurance <input type="checkbox"/> Tax Return <input type="checkbox"/> Paystub <input type="checkbox"/> Employment Letter	

**Approved**  **Denied** Application Received by (*print and sign*): \_\_\_\_\_

Signature: \_\_\_\_\_ Expires End of Cycle:  One/June 31st  Two/December 31st

Permit #: \_\_\_\_\_