

## **General Parking Questions or Concerns**

**Q1: Is the BPA available 24/7 for parking issues?**

Yes, we have “HELP” buttons located at the exits of our garages and/ or you can call our office at (610) 865-7123 during business hours. You can also email us: [info@bethpark.org](mailto:info@bethpark.org)

**Q2: What ordinances govern parking and parking enforcement?**

You can find more information about the City of Bethlehem’s parking and enforcement ordinances [here](#), or by searching online for The City of Bethlehem ordinances

## **Parking Enforcement**

**Q3: What are the fines for on-street ticketing?**

Fines range from \$15 to \$100, depending on the violation. Fines are set by City of Bethlehem ordinance and can be viewed [here](#). Meter fine information can be viewed [here](#).

**Q4: It seems like a parking enforcement officer is always nearby waiting for time to expire to write ticket.**

Parking enforcement officers (PEOs) follow set routes and typically pass through Business Districts several times during each shift. The time that the PEO patrols a specific route may change each day. PEOs use a handheld device that tells them if the vehicle has paid time or not. The PEO does not know how long it has been since the time expired on the space – it could be one minute or longer.

**Q5: What is the time period between booting and towing a vehicle?**

The BPA can use boots and tow vehicles parked on City Streets, inside BPA owned and operated garages, or on BPA run surface lots. Once a vehicle is booted the owner typically has 7 days to resolve unpaid tickets or the vehicle will be towed. If the vehicle is parked in a way that it creates an unsafe condition, or there is reason to believe someone will attempt to remove the boot unlawfully, the vehicle can be towed before 7 days.

**Q6: How do I Appeal a Ticket?**

All appeals in the City of Bethlehem go through the district magistrates to ensure an impartial judgement. To set up an appeal, we need a photo or a copy of the ticketed vehicle’s registration. We will then queue the ticket for distribution to the district magistrate, who will reach out to the registered owner via U.S. mail with the time and place that he/she must appear to present their defense.

## **Residential Permit Parking**

**Q7: How can I obtain a residential permit?**

You must live in a two-hour Residential Permit Parking (RPP) street and provide us with a copy of your PA driver's license, vehicle registration, and current insurance card listing the address in the RPP zone.

**Q8: What is the cost for an RPP permit?**

The initial cost for the permit is \$20 and renewals are \$10 if renewed within the month it expires.

**Q9: What happens if I have company over to visit?**

You will have 14 days out of the calendar year for temporary/visitor passes.

**Q10: Does the visitor pass cost anything?**

No. There is no fee for the visitor pass.

**Q11: What information do I need to obtain a visitor pass for my guest?**

You will need to stop by the office with the visitor's plate number, make and color of vehicle along with the dates they will be visiting.

**Q12: Is there a limit as to how many passes I can get at a time?**

Yes. The limit for visitor passes issued at one time is two.

**Q13: What about if I'm out of state and recently moved?**

You can stop by the office and we will issue you a one-time temporary pass for 2 weeks max. Proof of residency is needed to obtain the pass as a new resident (lease).

**Q14: What happens if I buy another car?**

You will need to stop by the office with your driver's license, vehicle registration and insurance card for the new vehicle and we will transfer your existing permit to the new vehicle at no charge. If you purchase an additional vehicle, you can buy an additional permit for that vehicle.

**Q15: Is there an additional fee for a replacement?**

No. There is no fee for a replacement if you still have an active permit and have no outstanding parking tickets.

**Q16: Do I need to pay off all my tickets to purchase a permit?**

Yes. All tickets in our office need to be satisfied and if any citations are at the District Court, they would need to be in good standings.

**Q17: Will I be able to get a permit for a company vehicle that I need to bring home due to work?**

Yes. We will need a letter in company letterhead stating your name, address, vehicle information and the reason why you need to bring the vehicle home. The letter needs to be signed and dated with a contact name and phone number. Only one company vehicle is permitted for household.

**Q18: Can I get a permit if I do not own the car and it is my only form of transportation?**

Yes. You will need to complete a form and have it signed by the registered owner and notarized stating it is your only form of transportation and have no other RPP permit issued to you. Bring the notarized form along with vehicle registration, vehicle insurance card and your driver's license. Your license needs to reflect the address in the RPP zone.

**Q19: I'm living in Bethlehem temporarily for work and maintain a permanent address elsewhere can I get a permit without changing my address?**

Permits may be issued to persons living upon a residential street in the Residential Permit Parking Zone provided such persons are employed on a full-time basis within the City of Bethlehem and such persons maintain permanent residence outside the City of Bethlehem. The person requesting such permit must provide proof of full-time employment within the City of Bethlehem. Further, such person shall produce an additional form of identification verifying the address at which they are residing within the city limits of Bethlehem (lease).

**Q20: How do I know when my zone expires?**

All our 2 hr. signs have the zone and the expiration month and day on them. You can also sign up for email notifications at [www.bethpark.org](http://www.bethpark.org) tab over to "Parking" then scroll down to "Residential".

**Q21: Is there a grace period to renew after my permit has expired?**

Yes. You will have an additional month after your zone has expired to renew and still pay the renewal fee of \$10. Keep in mind, you still can get ticketed due to an expired permit.

**Q22: Is Residential Permit parking (RPP) enforced every day?**

Yes. RPP zones are enforced Mon-Sat, excluding holidays unless otherwise posted. Modifications to those days as well as specific hours of enforcement are posted on signs located on RPP streets. Expect enforcement during all the RPP hours. While it is unrealistic to expect residential permit parking enforcement to occur every two hours on every block, enforcement will occur on a consistent basis, at random intervals, per the city ordinance.

**Q23: How is the two-hour grace period for parking without a permit enforced?**

Parking enforcement officers (PEOs) use a handheld device as well as License Plate Reader (LPR) machines to keep track of time for vehicles. Those devices do not allow them to write tickets until the time has expired.

## **Handicap Parking**

**Q24: What's the first step in applying for a handicap sign near my home?**

In order to begin the process, the applicant is required to have their vehicle registered with a HP or Disabled Veterans license plate.

**Q25: Where can I find the application to apply for a handicap plate or Disabled Veteran's plate?**

The MV-145A Form: <http://www.dot.state.pa.us/Public/DVSPubsForms/BMV/BMV%20Forms/mv-145a.pdf> can be printed from PennDot's website or can be picked up at most notaries.

**Q26: Can I return the completed handicap application before I get the plate?**

No. Applications will not be accepted unless the vehicle is registered to the address where the disabled person resides with a handicap plate or Disabled Veteran's plate.

**Q27: Where can I find the handicap application?**

The handicap application can be picked up at the Bethlehem Parking Authority's office at 85 W. North Street or it can be emailed to you.

**Q28: Is there any cost to have a handicap sign?**

Yes. Once the handicap application for the sign is approved, you will receive an invoice for administration and installation fees of \$100. Once payment has been received, a workorder will be sent to our maintenance department for posting.

**Q29: Are there additional fees after I pay the \$100?**

Yes. A short questionnaire will be mailed out to you yearly along with an invoice for \$20.

**Q30: Can I apply even if I have a garage or driveway?**

The applicant cannot have off-street parking. If off-street parking, i.e. driveway, garage or parking pad, is present at site and accessible to applicant, reserved parking will not be approved.

**Q31: Can another vehicle park in the HP space if my vehicle is not in it?**

No. Only the registered vehicle with a HP plate and permit is permitted to park in the space.

**Q32: How are the HP signs assigned?**

Each sign will have a permit number that corresponds with the number that is issued to you. The permit is to be placed on the driver's side back window of your vehicle.

## **On-Street Parking**

**Q33: Where are the on-street meters?**

On-street meters are located throughout the Downtown districts on both the North and Southside of Bethlehem

**Q34: Are there surface lots?**

Yes, there are multiple surface lots available. Please click the “Off-Street Permit” link in the “PARKING” tab above to get details on our surface lots

**Q35: When are on-street meters enforced?**

Enforcement times are Monday – Saturday 8 a.m. to 9 p.m. excluding Holidays

**Q36: How do the Parking Enforcement Officers know I paid a meter?**

Parking enforcement officers use a handheld device to look up meter payment information. Single space meters with coin or credit card payments will show how much time is paid on the meter head which is then referenced by the enforcement officers.

**Q37: What are the rates for meter parking?**

The meters are \$1.50 per hour. Most meters have a three-hour time limit. If you plan on parking over three hours, you should park in an BPA garage. Garage locations can be found in the “Garages & lots” link in the “PARKING” tab above.

**Q38: How can I pay for on-street meter parking?**

1. You can use credit/debit cards in the meter.
2. You can use coins (nickels, dimes, and quarters).
3. ParkMobile payment app can be used from any smartphone.

**Q39: Can I use a parking app to pay for parking?**

Yes, ParkMobile is a mobile payment app that allows you to pay for your meter by phone.

**Q40: What should I do if I entered my plate number incorrectly at a pay station and received a ticket?**

Contact the BPA office at 610 865-7123 or email the details of the transaction to: [info@bethpark.org](mailto:info@bethpark.org) and we will do our best help resolve the issue.

## **Garage Parking**

### **Q41: Where are parking garages and when are they open?**

BPA owns or manages several garages to offer convenient parking options for the community. Garage locations can be found in the “Garages & lots” link in the “PARKING” tab above. All are open 24/7.

### **Q42: What are the rates for garage parking?**

Garage rates are \$1 per hour with a \$10 daily max. Parking is free on Sundays and Holidays. Garage rates are less expensive than on-street rates so if you plan to park for more than a few hours, our garages are ideal.

### **Q43: How can I pay for garage parking?**

In Walnut Street Garage, North Street Garage, and S. New Street Garage you can use a credit/debit card, to pay at the exit machine or you can pay cash or by credit/debit at the pay on foot machines before you get in the exit lane.

### **Q44: Is there a discounted rate for garage parking?**

You may purchase a monthly pass for any of our parking garages. Garages are \$70 per month with a \$20 non-refundable keycard fee. The first month’s fee is prorated based on what day of the month you open the account but there are no refunds for unused days at the end of the month. You can set up an auto-payment of the monthly fee, and to do that bring the credit/ debit card you would like charged with you when you open the account. Note: American Express will not allow the autopay option.

### **Q45: How do I Purchase a monthly parking pass for a Parking Garage?**

To purchase monthly parking in one of our garages, you must come to our office located at 85 W North Street in Bethlehem (Mon-Fri 9A-4P) and bring your driver’s license, your vehicle’s registration and your vehicle’s proof of insurance.

### **Q46: Can I get one pass to access multiple garages?**

No. You can only have one pass per garage. You may purchase a second pass up for a different garage or you can pay for hourly parking if you need to go into a different garage.

## **Street Cleaning**

### **Q47: What is street cleaning and why do I have to move my vehicle?**

The City's street cleaning program removes dirt and debris from City streets to provide a healthy, safe, and attractive environment for motorists, bicyclists and pedestrians. The Pennsylvania Department of Environmental Protection permit and some federal requirements for operating a combined sewer system mandate street sweeping to protect water quality. Regular removal of leaves and debris by City street sweepers is necessary to prevent storm drains from clogging, which can result in localized street flooding. Street cleaning protects water quality by removing trash and litter annually that would otherwise end up in local streams and add more burden on the sewer system.

Street cleaning begins on April 1<sup>st</sup> and ends on October 31<sup>st</sup> each year.

Look for nearby street signs that list the time of street cleaning (typically a two hours restriction on the designated day). You must move your vehicle during that time. BPA parking enforcement officers work in conjunction with the street sweeper and ticket any vehicles in the way of the street sweeper.

## **Meter Bag and No Parking Sign Rentals**

### **Q48: How do I legally reserve on-street parking spaces at my place if I'm moving or having work done?**

The BPA offers "No Parking" sign rentals. The cost is \$10/ day. Customers can order online at <https://bethpark.org/product/no-parking-sign> or stop in the office to place an order. For more information call 610-865-7123. \*Signs postings require 2 business days' notice prior to the posting date.

### **Q49: What can I do if I need on-street spaces reserved but there are parking meters?**

Meters can be bagged in front of a business. Customers can order online at <https://bethpark.org/meter-bag-and-no-parking-sign-rentals> or stop in the office to place an order. For more information call 610-865-7123. The cost of bagging a meter is \$20 /day per meter. \*Meter bags require 2 business days' notice prior to the posting date.