



City of Annapolis
Central Services Department
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Deaf, hard of hearing or speech disability - use MD Relay or 711

Parking Garage Decal Renewal Program

What is the program, and how has it been changed?

The City of Annapolis allows City residents two hours of free parking daily at any one of the city's three garages: Hillman Garage, Gott's Court and Knighton. The decal program provides a benefit to both residents and businesses – residents' tax dollars paid for construction and free downtown parking encourages all of us to shop locally.

In order to take advantage of the free parking, residents need to obtain a decal for their vehicle(s). Under the new program, all participants must fill out a form and verify residency before any decals can be issued.

Decals will not be issued by the cashiers as in the past, and will have an expiration date attached. All decals are valid from Jan. 1 through Dec. 31.

If you wish to register more than one vehicle, proof of registration will need to be provided for each additional vehicle for verification of ownership. You can pick up decals for other household members, provided that you present a completed application form and proof of residency for each person.

Current parking decals will be honored through Jan. 29, 2010, in order to give residents more time to obtain new decals, and to allow the city to address concerns surrounding the replacement program.

Why is it being changed?

The current decals have been in use for more than five years, and there has been growing concern about non-eligible drivers using the decals. If a person moves out of the city, there has been no mechanism to recover the decal and ensure this privilege is limited to city taxpayers. Furthermore, by removing the task of decal issuance and verification from the cashiers at the garages, we are attempting to speed up the exiting process.

How to apply for a decal

The application form is below and can also be picked up at any garage office or attendant location. All garages have staff on hand to issue decals Monday to Friday, from 11 a.m. to 1 p.m.

To obtain your decal, take your application to a garage manager, along with one of the following documents to prove residency:

- Your driver's license
- A copy of a property tax bill
- A water bill

Starting on Jan. 11, 2010, you can also visit the Central Services offices, Monday – Friday from 8:30 a.m. to 4:30 pm. The offices are located at 145 Gorman Street.

Remember, you will need one application for each vehicle you wish to register, along with registration forms for any additional vehicles. You can pick up decals for other household members.

How to apply for a decal ... by mail

Download the application form from the city's Web site. Fill out one form for each vehicle and send in the application with a copy of a water bill or tax bill, as well as a copy of the vehicle registration for any additional vehicles, and a self-addressed, stamped envelope. Mail to:

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Once you obtain the decal, apply it to the lower driver's side corner of front windshield. Please remove the old decal (best done with a straight edge razor blade).

Note: At some garages, copies were made of individual driver's licenses. We have discontinued this practice. All copies of licenses have been shredded.