



Deeded Parking Program

The Town of Elsmere is launching a program to help residents who are experiencing difficulties with their deeded parking spaces. The program's goal is to increase awareness among neighbors and visitors that parking in rear alleyways or other deeded areas assigned to specific addresses is not for public use.

Under the program, homeowners can obtain Town-approved signage that displays the address to which the space is deeded. The cost for the signage to be installed is \$50.00. Any changes to your application after the initial installation will be subject to a \$15.00 charge. Applications can be found on our website at www.townofelsmere.com or picked up at Town Hall (11 Poplar Avenue).

Once an application has been completed and returned to Town Hall with proof of the property deed, it will then be processed. The Code Enforcement Department will ensure that your property does have a deeded parking space. The Finance Department will ensure that there are no taxes or fines due on the property. Then you will be contacted with the approval or denial of the application. If approved, payment must be made for the parking signage to be issued. Payments can be made with the Finance Office at Town Hall.

The signage can then be installed in the designated parking spot accordingly. If a vehicle violates the signage, the homeowner can contact the Elsmere Police Department to have the vehicle removed at the vehicle owner's expense.

For any questions or concerns, please contact Town Hall (Monday – Friday: 8am to 4pm) at (302) 998-2215 or email Katherine Pierce at kpierce@townofelsmere.com.



**APPLICATION FOR DEEDED PARKING SPACE
(PLEASE PRINT)**

APPLICANT TO COMPLETE THIS SECTION:

Applicant's Name: _____

Street Address: _____

Phone Number: _____

City, State, Zip _____

THE FOLLOWING SECTION IS FOR RENTAL PROPERTIES:

OCCUPANT'S INFORMATION:

Occupant's Name: _____

Street Address: _____

Phone Number: _____

City, State, Zip: _____

Rental License #: _____

**APPLICANT/OCCUPANT MUST BE THE OWNER OF VEHICLE AND HAVE THE VEHICLE LEGALLY
REGISTERED TO THE ELSMERE ADDRESS LISTED:**

License Plate Number: _____ **Name on Vehicle Registration:** _____

Make & Year of Vehicle: _____ **Registration Expiration Date:** _____

License Plate Number: _____ **Name on Vehicle Registration:** _____

Make & Year of Vehicle: _____ **Registration Expiration Date:** _____

License Plate Number: _____ **Name on Vehicle Registration:** _____

Make & Year of Vehicle: _____ **Registration Expiration Date:** _____

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and I am aware that I am required to notify the Town of Elsmere should any changes to the above information occur. The homeowner acknowledges and agrees that they are responsible for the replacement of the signage should it become damaged.

Applicants Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date Received: _____ By: _____

Copy of Deed Provided ☐

Date Payment Received: _____ Payment Type & Amount: _____

Date Payment Provided to Finance: _____

Code Department Approval:

Parcel#: _____ Lot#: _____

Approved: _____ Denied: _____

Reason: _____

Department Signature: _____

Finance Department Approval:

Approved: _____ Denied: _____

Reason: _____

Department Signature: _____

Date copy was provided to Elsmere Police: _____

Date Deeded Parking Sign was installed by Public Works: _____