



CITY OF SOMERVILLE, MASSACHUSETTS

DEPARTMENT OF PARKING

133 Holland St, Somerville, MA 02144

Tel: 311 or from outside Somerville (617) 666-3311

www.parksomerville.com

Parking Permit Restrictions in Transit Areas

Waiver Application

Applicant Information:

Today's Date _____

Name of Resident _____

Address _____

Phone # _____

Email _____

Per City of Somerville Traffic Commission's Traffic Rules & Regulations, Article XV Section 15-2.1, parking permits are prohibited for residents of new development located within walking distance to a rapid transit station of the MBTA's Red, Orange, or Green Line services as identified on Map A.

Walking distance is considered to be a 10-minute walk and the area of a city within that distance is referred to as a "Transit Area". New development includes the construction of entirely new buildings and the gut rehabilitation of existing structures that add new dwellings in Transit Areas and were granted a building permit after January 15, 2020, which is when this policy went into effect.

More information about this regulation can be found on the City website's Traffic Commission page at somervillema.gov/departments/traffic-commission and in the Traffic Commission Regulations Article XV Section 15-2.1 "Residential Permit Parking". Restricted addresses are listed under Schedule W in the Traffic Commission Regulations.

This policy exempts residents that may be "choice limited", including:

- Persons with disabilities
- Occupants of affordable dwelling units
- Residents with extenuating circumstances

Please note that this exemption applies to resident parking permits only. **Waiver applicants are not eligible for visitor passes.**

Application Checklist:

- ◇ Application Form (pg. 1)
- ◇ Completed Waiver Request Form (pg. 2)
- ◇ Supporting documentation for waiver type as outlined on pg. 2
- ◇ Signature from ADA Coordinator, OSPCD Housing Division Staff, Director of Housing Stability, or their designee (pg. 2)
- ◇ Completed Resident Permit Application

To qualify for an exemption and obtain a parking permit for a restricted address, please submit this completed form and supporting documentation via email to *all* of the following:

- Somerville Parking Department
(traffic@somervillema.gov)
- Adrienne Pomeroy, ADA Coordinator
(ada@somervillema.gov)
- OSPCD Housing Division Staff
(inclusionary@somervillema.gov)
- Ellen Shachter, Director, Office of Housing Stability
(eshachter@somervillema.gov)

The forms can also be mailed or dropped off at the Parking Department. Permits for restricted addresses are only able to be processed in-person at the Parking Department or by mail. You will not be able to apply for a permit online.

The Parking Department shall issue a parking permit only upon receiving adequate documentation that satisfies the waiver requirements of this section. Additionally, all requirements to obtain a resident parking permit must be followed. Permits are issued by zone, valid for up to one year, and must be renewed yearly.

More information on how to apply for a parking permit and what qualifies as proof of residency can be found on the Parking Department's website at ParkSomerville.com or by calling 311.

Please indicate which type of waiver you are applying for:

Disability ☐

Applicant must have a disability plate or disability placard from the Commonwealth of Massachusetts Registry of Motor Vehicles or other duly authorized agency acting under the authority of the Commonwealth or written verification of a medical condition that causes a substantial impairment to the use of public transportation. Written verification of a medical condition should be on letterhead from the resident's doctor stating why a parking permit is necessary.

Affordable Dwelling Unit ☐

Applicant must provide written verification that the unit in which they reside is a deed restricted affordable unit or that payment of their rent is assisted through a mobile voucher program. Verification should be obtained from the Housing Division, Somerville Housing Authority, Office of Housing Stability, any provider of deed restricted affordable housing, or their designee.

Extenuating Circumstances ☐

Applicant must provide a written recommendation from the Director of Housing Stability or their designee in consideration of the extenuating circumstances in the space provided below.

If you are applying for a waiver for extenuating circumstances (and you do not meet the criteria for a disability or affordable dwelling unit waiver) please answer the following questions below:

1. The extenuating circumstances which cause you to seek a waiver for the parking permit restriction;
2. Whether you are seeking an up to one year (renewable) or temporary (less than one year) waiver; if you are seeking a temporary waiver, please indicate the length of time for which a parking permit is needed;
3. What documentation you are providing to support your request for a waiver based on extenuating circumstances.

If you have any questions about completing this form or any documentation you must provide, please contact:

- Adrienne Pomeroy at ada@somervillema.gov (Disability/Medical waiver)
- OSPCD Housing Division Staff at inclusionary@somervillema.gov (Affordable Dwelling Unit waiver)
- Ellen Shachter at eshachter@somervillema.gov (Extenuating Circumstances waiver)

THE BELOW SECTION IS FOR INTERNAL STAFF USE ONLY

Verifying Staff Member: _____ Department/Agency: _____

Authorized Signature: _____ Date: _____