



CITY OF SOMERVILLE
TRAFFIC AND PARKING DEPARTMENT
OFFICE OF THE PARKING CLERK

133 Holland Street
Somerville, MA 02144
Phone: 617-625-6600
ParkSomerville.com

SMALL EVENT PERMIT

COST: \$1 per permit, per day	DURATION: day of event
HOURS: Unlimited, unless posted	LOCATION: On street or adjacent street to event (Large events may require parking further from event as indicated on application)

WHO IS ELIGIBLE?

- Residents hosting a party or event requiring more than the standard *visitors parking permit*.

WHAT INFORMATION IS NEEDED?

- Valid visitor permit number or proof of residency*
- Resident address, date, beginning time, ending time and approximate number of vehicles.*

HOW DO YOU APPLY?

- You may apply in person OR mail the completed application, needed information and payment to the Traffic and Parking Office. Permits are picked up in person.
- You may contact 311requests@somervillema.gov or call 617-666-3311 for consideration (see consideration)

HOW LONG DOES THE PROCESS TAKE?

- Individual permits requested at the window will be processed immediately.
- Permits requested by mail will be available for pickup within 10 business days after receipt of paperwork.
- Permits requested online will be processed immediately during office hours.

WHY PERMIT MAY NOT BE GRANTED...

- Insufficient parking spaces in immediate neighborhood to accommodate all requested permits.
- Multiple events already occurring in immediate neighborhood, therefore insufficient parking spaces.
- Request not submitted at least 2 days in advance.

QUESTIONS?

Email us at

311requests@somervillema.gov or

call 617-666-3311