

Neighborhood Parking Program: Single-Day Event Visitor Permits

1. To facilitate on-street parking for Events, actively-participating NPP households may request up to four (4) **Single-day Event Visitor Permits** per calendar month, allowing event guests to park up to 24 hours. Fees for Single-day Event Visitor Permits will be established and updated by the City Council Fee committee.
2. Requesting parties must provide a designated representative with a viable 24-hour contact number and a working e-mail address. Failure to respond in a timely fashion to Parking Division inquiries about a Special Event exemption request may result in denial of the application.
3. All requests made pursuant to these guidelines must be made to the Parking Division via fax: 603.431.6362 or email: parkingclerks@cityofportsmouth.com at least 24 hours prior to the event. Requests received during non-business hours cannot be considered until the following business day. Please be aware of the [Parking Clerk's offices hours of operation](#).
4. The Parking Division reserves the right to cancel an NPP Special Event exemption at any time after it is granted, including while the scheduled event is underway. Notice of cancellation will be provided to the resident or organization and a reasonable time will be given for the resident or organization to arrange for the removal of parked vehicles. The Parking Division reserves the right to apply enforcement protocols, if necessary to ensure compliance if an NPP Special Event exemption is subsequently cancelled and the requesting party does not remove vehicles within a reasonable amount of time.
5. Parking Division reserves the right to place any reasonable requirements and/or restrictions on the party requesting the NPP Special Event exemption, including requiring the requesting party to place an identifying mark or tag on every vehicle for which the exemption is sought.

NPP Special Event Exemption Request Form

NPP Neighborhood: _____

Resident requesting exemption: _____

Event Address: _____

Event Start and End Time and Date: _____

Special Event Passes Requested: _____

Office Use Only

Notes: _____
