

INTRODUCTION

Inability to find a parking space in your neighborhood can be a frustrating experience. At the Residents' request, the City of Portsmouth has initiated a program that seeks to serve as a solution to parking problems experienced [in the Islington Creek Neighborhood](#). The Neighborhood Parking Program (NPP) allows residents with a valid permit to be exempt from posted parking time limits.

Residents qualify their vehicles by registering the vehicle's plate number to the NPP database, so that the Parking Enforcement Officer knows that the vehicle is permitted to park in the restricted neighborhood area.

This brochure answers basic questions concerning the City's NPP program, and the criteria for requesting that a neighborhood be designated for the NPP program.

GENERAL REQUIREMENTS

Each request must be made by a Neighborhood registered with the Citywide Neighborhood Committee.

The Islington Creek NPP Steering Committee is responsible for contacting its residents, circulating a petition, and obtaining signatures and phone numbers for a minimum of 75% of households within the NPP Neighborhood; one signature per household, where 'household' is defined as a legal, single-family residential address. For more information, please refer to [Islington Creek NPP Parameters](#), available online and at the Parking Clerk's offices.

The petition must encompass a complete neighborhood as registered with the Citywide Neighborhood Committee. This requirement may be amended due to circumstances unique to a specific area. The Parking and Traffic Safety Committee will evaluate the petition request, ensure that all petition requirements are met,

and make a recommendation to the City Council.

THINGS TO REMEMBER

If you wish to participate in your neighborhood's NPP, you will need to register the license plate number of the vehicle that you wish to park on neighborhood streets during specified enforcement times. Residents and their guests must pay careful attention to parking signage, as active enforcement is a necessary element of an effective Neighborhood Parking Program.

By law, vehicles may not be parked within fifteen (15) feet of either side of a fire hydrant; within an intersection; on a crosswalk, or within twenty (20) feet of an intersection. Any vehicle that is parked for a period of time so that it appears to be abandoned may be tagged and required to be removed within 72 hours. *These rules each apply even if the vehicle displays a valid NPP permit.*

NEIGHBORHOOD PARKING PERMIT FAQ

What is a Neighborhood Parking Program (NPP)? Neighborhood Parking Programs are designated for residential areas where there is a scarcity of off-street parking for residents, where the majority of legal on-street parking spaces are utilized by commuters and non-residents, and where residents are experiencing traffic, noise and safety issues.

The NPP seeks to alleviate a common set of problems found in Portsmouth, where residential neighborhoods are situated in close proximity to non-residential developments such as offices, stores, restaurants, schools, transit routes and the Central Business District.

Once an NPP is established, how can I apply for a permit? To apply for a permit, you must show proof of residency within the NPP Neighborhood. Proof of residency must include a valid, properly-addressed NH driver's license *and* the motor vehicle registration showing that the vehicle you are obtaining a permit for

is registered in your name.

Additionally, you must supply either a current month's utility bill or a fully-executed lease agreement containing the appropriate name and address. Applicants must resolve all outstanding City-related financial obligations prior to receiving a permit. (ie. outstanding parking tickets).

Visit our website to complete the application form. Please include scanned copies of proofs of residency:

<https://www.cityofportsmouth.com/publicworks/parkportsmouth/NPP/application>

You may also visit the City of Portsmouth Parking Clerk's Office in person at 1 Junkins Avenue, room 223A, Monday 8am and 6pm, Tuesday-Thursday 8am-4:30pm or Friday 8am-1pm to obtain an application. Return in person or by mail, along with required proofs of residency and payment, to: City of Portsmouth, Parking Clerk's Office, 1 Junkins Avenue, Portsmouth NH 03801.

How much does the permit cost? The annual fee per resident vehicle will be established and updated by the City Council Fee Committee.

When does the permit expire? Permits expire each calendar year on June 30th.

How many permits are allowed? Permits are limited to **four (4)** per household, net of off-street parking associated with the property on the application*. Each participating household may purchase **two (2)** transferable Guest Placards to be used on a vehicle of its choice (trucks over 5500 lbs. do not qualify).

Can I give my permit to someone else? No. License plates are not transferrable, and therefore permits are non-transferable. Guest Placards *are* transferable, as they are not assigned to a specific vehicle.

Guest Placards: Each participating household is eligible for a maximum of **two (2)** Guest Placards. A Participating Household is defined as a household in which at least one resident has one vehicle in the NPP program for that neighborhood. The annual fee per Guest Placard will be set by the City Council Fee Committee.

How can service companies park in the neighborhood to work on my house? If a resident needs to utilize a Service Provider such as a plumber or electrician, the provider may visit the Parking Clerk's office at 1 Junkins Avenue with an executed work contract to request a temporary waiver for those specific dates. Placards must be displayed at all times.

What if I sell my car? You may either transfer the plate to the new vehicle and update vehicle information with the Parking Clerk's offices, or register the new plate, cancelling the existing plate. You must again provide proof of residency to obtain a new window decal.

Can my permit be revoked? Yes. If you falsify any information on the NPP application form, or switch plates or decals among vehicles, the permit will be revoked.

If I have off-street parking, do I need to participate? Participation in the program is voluntary. If you choose not to participate, you and your guests must obey the posted restrictions in the area if you wish to park on the street. Vehicles not NPP-registered are subject to enforcement.

If I drive a motorcycle, can I get a permit? Yes. Please refer to 'How Can I Apply for a Permit?' As with a passenger car, the vehicle's plate is its registration.

What if I am expecting guests for an event at my home? To facilitate on-street parking for Events, active-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

associated with such permits will be established and updated by the City Council. Refer to **NPP: Single-Day Event Visitor Permits** form for complete details.

How can I be sure that the City will enforce the NPP regulations? When an NPP program is implemented, a Parking Enforcement Officer will be assigned to patrol the neighborhood 10am-6pm daily. Officers will apply appropriate enforcement protocols for vehicles that violate posted restrictions. The Dispatch Office can be reached at 603.766.7000, extension 7.

I maintain two homes. Can I register a vehicle? Yes. You must provide a copy of the vehicle registration showing the vehicle is registered to you, and proof that the single-family residence within the NPP neighborhood is your *primary residence*. (i.e.) where you are registered to vote.

I am a resident with a valid ADA (handicap) permit. Do I need an NPP registration to park on the street in my neighborhood? Participation in the NPP is voluntary. However, if you choose not to participate, you and your guests must obey the posted restrictions in the area if you wish to park on the street. Vehicles not NPP-registered are subject to enforcement.

STILL HAVE QUESTIONS?

Contact the Parking Clerk's
Office at 603.610.7229

parkingclerks@cityofportsmouth.com

City of Portsmouth
Department of
Public Works

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City of Portsmouth

ISLINGTON CREEK

Neighborhood Parking Program

