

**Town of Essex Regulations for the Issuance of
Resident Parking Stickers**

Essex Board of Selectmen

Adopted March 7, 2022

Revised July 24, 2023

1. AREAS REQUIRING STICKERS FOR PARKING OF MOTOR VEHICLE

Pursuant to Chapter V, Article 4, Section 1, Subsection p of the Town of Essex Bylaws, a valid resident parking sticker (hereinafter referred to as a "Sticker") or a valid transfer station sticker is required in any area that has been, via official municipal signage, designated as "resident parking only", "sticker parking only", or similar (such as Conomo Point, the end of Island Road, the end of Water Street, the center area of the municipal parking lot off Martin Street with a boat trailer attached, the gravel area behind the Memorial Park tennis courts with a boat trailer attached, the Centennial Grove, and others).

2. ACQUISITION OF RESIDENT PARKING STICKERS

Resident parking Sticker may be obtained via the Office of the Town Clerk or, in some cases, online (see Section 8, subparagraph 1, below).

3. RESIDENT PARKING STICKER FEES

\$20.00 per Sticker, effective for all stickers covering the year beginning September 1, 2023. A \$5.00 fee shall apply to any request to issue a new sticker when a resident replaces a vehicle and surrenders the sticker that was affixed to the old vehicle (also see Section 6).

4. TERM

All Resident Parking Stickers are valid for a period of one year or portion thereof, starting September 1 of a given calendar year and ending August 31 of the succeeding calendar year, or until the holder no longer meets the eligibility requirements of this regulation, whichever is sooner. Each Sticker shall contain an expiration date unless the Sticker is obtained through the on-line portal. If no expiration date is written, the Sticker shall expire on August 31 of the year of issue.

5. PLACEMENT OF STICKERS ON MOTOR VEHICLE

Stickers must be affixed to the lower left corner of the windshield. No person may park in an area requiring a sticker unless the Sticker is affixed to the vehicle at the time the vehicle is parked. Stickers may not be interchanged among vehicles and must remain affixed to the vehicle issued for using the adhesive that is provided on the sticker.

6. TRANSFER OF STICKERS

Stickers shall be issued only for a specific vehicle and may not be used by another vehicle or person. Stickers may be transferred to another vehicle owned by the same person upon application to the Town Clerk, provided that the original Sticker is removed and physically returned to the Town Clerk and the individual continues to meet the eligibility criteria set forth herein.

7. ELIGIBILITY FOR RESIDENT PARKING STICKER

To obtain a Sticker, the applicant must be a resident, owner or legal occupant of certain residential property in Essex, as defined below.

1. An individual who meets one or more of the following presumptive criteria for residency:
 - a. An individual with an active motor vehicle registration registered to an Essex residential address;
 - b. An individual with an active Massachusetts driver's license with an Essex residential address;
 - c. An individual with an active voter registration in Essex;
 - d. An individual who had only recently moved to Essex, by providing a copy of a property deed within 60 days of the property closing and a receipt from the Registry of Motor Vehicles indicating that the individual has applied for an official change of address therewith.

- 1.1. Driver's licenses and certificates of registration will only be accepted in original unaltered form, licenses and registrations with change of address printed or written will not be accepted.
2. An individual who resides in residential property in Essex as a tenant or lessee with a fully executed lease with a current lease term of at least 12 consecutive months and who provides the evidence describe in Section 8 of this regulation.
3. An individual who resides for less than twelve months per year in residential property in Essex, who provides the evidence described in Section 8 of this regulation and who meets one of the criteria described below:
 - a. Lessees or owners of non-vacant, residential property within either the Central or the Southern Conomo Point Zoning Districts, provided, however, that for properties in these areas owned or leased by a trust, only the Trustees and not the Beneficiaries will qualify for a Sticker, unless the Beneficiary qualifies under another section of this regulation; or
 - b. Lessees of non-vacant, **Town-owned**, residential property outside of the Central or Southern Conomo Point Zoning Districts, provided however, that for properties meeting this criterion owned or leased by a trust, only the Trustees and not the Beneficiaries will qualify for a Sticker, unless the Beneficiary qualifies under another section of this regulation.

8. REQUIREMENTS

1. If the applicant has an active motor vehicle registration with a residential Essex address, they may apply for a Sticker using the on-line portal. Any other applicant must apply in person at the office of the Town Clerk.
2. To obtain a Sticker at the office of the Town Clerk, the applicant must provide a valid (not expired) vehicle registration and a valid (not expired) government issued photo identification, along with any other required proof of eligibility as set forth in this section.
3. If the applicant does not have at least one of the three presumptive forms of residency, as set forth in Section 7 subsection 1, then the applicant must also present all documents required in any of the following scenarios that are applicable, in addition to their license and registration:

IF:	You Must Also Include:
Conomo Point residential property Owner (not a lessee) with vehicle registered outside of Essex (see Section 9, subparagraph 3(a) only)	Copy of current Essex Tax Bill or copy of a deed or other legal document with your name listed as current legal owner.
Tenant or Lessee of residential property with vehicle registered outside of Essex (See Section 9, subparagraphs 2 and 3)	Copy of lease with current lease term, signed by property owner AND cancelled checks or bank statements showing two consecutive months' rent payments and two consecutive months' utility bills in tenant's name.
The property is owned or leased in a Trust (see Section 9, subparagraphs 2 and 3)	Copy of current Essex Tax Bill or copy of deed, lease, or other legal document with the Trust listed as current legal owner or lessee AND Copy of the trust page with the names and addresses of Trustees (Beneficiaries are not eligible unless meeting other criteria);

9. LIMITATIONS

No more than two (2) Stickers not meeting the presumptive criteria of residency, as defined in Section 7, subparagraph 1, shall be issued for any single residential address, regardless of and in addition to the number of individuals meeting the other Sticker criteria set forth in said Section 7. Also, any applicant applying for a sticker using the presumptive criteria in Section 7, subparagraph 1 is only entitled to one sticker, even if said applicant owns or operates more than one vehicle (in which case said applicant must affix the sticker to the vehicle that matches the vehicle registration submitted at the time of application).

10. PENALTIES

Any person who violates any provision of this regulation, who procures or attempts to procure a Sticker through fraud or misrepresentation, or who uses or attempts to use a Sticker not issued them in accordance with this regulation shall be punished by a fine of \$100 for each offense.

11. APPEAL OF BOARD OF SELECTMEN

Any person who does not meet the criteria for issuance of a Sticker as set forth in this regulation or who is aggrieved by a decision of the Town Clerk, may request that the matter be heard and decided by the Board of Selectmen. The Board of Selectmen, shall consider such request at a duly noticed public meeting and , in its sole discretion, may modify or reverse any decision of the Town Clerk or grant any such relief it deems to be just and equitable under the circumstances.