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ADMINISTRATIVE ASSISTANT
TO THE SELECTMEN
 JAMES FORTUNE

February 7, 2017

Dear: F. NAME L. NAME

Enclosed please find your Parking Sticker Application for 2017. Please review the important information regarding Cranberry Isles parking policies. Permitted parking will cost \$290 in Manset (MAN) and \$335 in Northeast Harbor (NEH) for the 2017 season. Stickers for the Joy Road Lot (JOY) cost \$25, and Boat Stickers cost \$5 each, including skiffs and dinghies as defined in the Harbor Ordinance. Vehicle stickers must be placed in plain sight, preferably on the windshield, and boat stickers must be placed somewhere clearly visible from the float. If you wish to apply for parking stickers, please return the enclosed form with payment by April 14, 2017. (Postmark deadline). Submitting your application indicates that you (and anyone using your sticker) have read, understand, and will comply with all Town of Cranberry Isles Parking Policies.

Town of Cranberry Isles Parking Policies:

- **Parking Policy** – The Manset, Joy, and Northeast Harbor lots will be open from May 15 through October 15 as usual. Ferry service to Manset will be available from **May 25 through October 1**. To address the ferry scheduling while providing parking services fairly and with as little inconvenience as possible, the following schedule and parking policies have been implemented:

	May 15 – May 28	May 29 – Sept. 24	Sept. 25 – Oct. 15
Manset	Un-reserved Parking	Reserved Parking	Un-reserved Parking
Northeast Harbor	Un-reserved Parking	Reserved Parking	Un-reserved Parking
Joy Road Lot	Un-reserved Parking	Reserved Parking	Un-reserved Parking

During the un-reserved parking dates you may park in any spot in Manset, Northeast Harbor, or the Joy Road Lot as long as you have a NEH or MAN parking sticker on your vehicle. During the reserved parking dates you must park in your assigned spot and lot as usual. Joy Lot stickers are only valid for parking in the Joy Road Lot regardless of the date. During **all** dates a valid parking sticker must be displayed on your vehicle to park in **any** lot. Please call or email Jim Fortune, Administrative Assistant to the Selectmen, at: james@cranberryisles-me.gov or (207-244-4475) with questions.

- **Points and Space Assignment** – As in previous years, parking spaces in MAN and NEH will be assigned using a point system. **When all points are totaled, if there are more applicants (with equal points) than spaces in a particular lot, remaining spaces will be awarded by lottery.**
- A Parking Committee, consisting of a Selectman and two members of the MAC, will conduct lotteries and resolve any parking issues.

If you have an extraordinary reason (i.e. poor health or limited physical capacity) why you prefer a particular lot, please explain in writing on the back of the application. Before final assignment of spaces, the Parking Committee will consider all special requests.

No more than one (1) space shall be assigned per household or distinct family unit unless second spaces are available.

- **Second Parking Spaces** – Second parking spaces may be made available in MAN and NEH, but a separate application must be filed for a second space. (The enclosed application form may be photocopied.) **Please be advised: second spaces will only be granted after every applicant has received a parking space, and parking lot preference will not be considered.**
- **Landlords** – TCI cannot tell who is a summer renter and who is not. It is the landlord's responsibility to apply and pay for a parking space if he/she wishes to provide parking to renters. **It is also the responsibility of the landlord to inform their renters of ALL TCI parking policies!**
- **Guest Parking** – Parking for TCI guests is available in MAN for **\$10** per night. To obtain a permit for guest parking in MAN, payment should be made in advance to the TCI Town Office. **Vehicles parked in guest spaces without the proper permit will be towed at the owner's expense. No exceptions.**

Guest parking is also available in NEH. Please contact the Town of Mt. Desert Police Department for information (207-276-5111).

- **Space Sharing** – Space sharing is encouraged! Be sure that everyone sharing a spot has the appropriate sticker on their vehicle and is aware of the Town's Parking Policy.
- **Joy Road Lot** – Stickers will be issued one per applicant and are intended for motor vehicles only. **Please be advised: Parking in the Joy Road Lot is limited, and provided on a first come, first served basis. TCI does not guarantee the availability of space in this lot. Cars parked there without a valid parking sticker will be towed at the owner's expense. No exceptions.**
- **Lot Usage** – Boat trailers and RV's are **not allowed** in TCI parking facilities. **If found in any TCI lot, trailers and RV's will be towed at the owner's expense. No exceptions.**
- **Displacement** – If someone is parked in your spot in MAN please park your vehicle in front of the waiting room / office in an undesignated spot until the situation is resolved. In NEH ask the Town of Mt. Desert Police Department (276-5111) for an acceptable location. **Do not, under any circumstances, park in someone else's spot during reserved parking times.** In all cases contact the TCI Town Office immediately with the plate #, model, and color of the illegally parked vehicle.
- **Exceptions** – Exceptions to the above guidelines may be made by the Parking Committee upon special request and demonstration of extraordinary circumstances unless otherwise noted.

Please call the Town Office at (207) 244-4475, M-F from 9AM to 3PM with any questions.

Sincerely,



James Fortune,
Administrative Assistant to the Selectmen

Application for Parking - 2017

Return form with payment by April 14, 2017 (postmark deadline)

**To: Town of Cranberry Isles
P.O. Box 56
Islesford, ME 04646
Attn: Parking Coordinator**

Name: F. NAME L. NAME _____

Address: ADDRESS 1 _____
ADDRESS 2 _____
CITY / TOWN, STATE ZIP _____

Winter #: TELE. WINTER _____

Summer #: TELE. SUMMER _____

If the above information is not correct, or is not the address to which you would like your parking stickers sent, please make corrections at right.

Please fill out all relevant questions below: **Points**

- 1) Are you a registered voter in the Town of Cranberry Isles (2 points) _____
- 2) During 2016, how many months did you live in Cranberry Isles (max. 12 points)
(1 point per month; 1 month = 16 consecutive days or 24 days total, in a single month) _____
- 3) Are you 65 or older? (3 points) _____

Total: _____

4) What is your parking lot preference MAN _____ NEH _____ None _____

5) Do you require handicap accessibility Yes No _____
(You must provide a copy of your Handicapped Parking Permit)

6) Do you want a Parking Sticker for the Joy Road Lot Yes No _____

7) Do you want a TCI Boat Sticker Yes No _____

8) Is there an extraordinary reason why you want to park in a specific parking lot (Please explain on the back of this application.) Yes No _____

- **Include payment of \$290 for MAN or \$335 for NEH, \$25 for Joy Road, and \$5 for Boat Stickers, including skiffs and dinghies as defined in the Town's Harbor Ordinance.**
- **Make checks payable to: Town of Cranberry Isles. Do not send cash.**
- **By submitting this application you acknowledge that you (and anyone using your sticker(s) have read, understand, and will comply with all Town of Cranberry Isles Parking Policies; available online at www.cranberryisles-me.gov or at the Town Office upon request.**

