



# TOWN OF OCCOQUAN

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**TOWN COUNCIL**  
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Theo Daubresse

**TOWN MANAGER /  
CHIEF OF POLICE**  
Adam C. Linn, J.D.

## TIMED PARKING DISTRICT POLICY AND REGULATIONS

**AUTHORITY:** Virginia Code §§ 46.2-1216 et. seq; Town Code §§ 73.01 et. seq;  
Town Resolution R-2021-02

**POLICY:** By resolution R-2021-02, the Town of Occoquan shall have a Timed Parking District within the downtown business district which includes 4-hour, 8-hour, and 20-minute timed parking spaces.

**PURPOSE:** The purpose of the Timed Parking District is to increase the availability of on-street parking spaces, reduce the practice of long-term parking in the district, and reduce non-patron use of prime business parking during peak business hours within the district.

### REGULATIONS:

#### 1. *Timed Parking District Location*

The timed parking district is generally depicted below as portions of the Town's Historic and Business District.



## 2. *Zoned Parking -*

- a. The timed parking district is divided into three (3) daily enforcement zones:
  - i. 4-hour parking - designated in orange on the map
  - ii. 8-hour parking - designated in green on the map
  - iii. 20-minute parking - up to eight locations marked with signage
- b. The timed parking zones are daily maximums and moving parking spaces within the zone does not avoid the maximum daily time for each zone.
  - i. Vehicles cannot be moved from one spot to another within a timed parking zone to avoid the maximum time limit.

## 3. *Exemptions -*

- a. Residents who reside within the designated timed parking district may be eligible for exemption from the 4-hour and 8-hour time restrictions.
  - i. Residential Parking Program- Residents who live within the Timed Parking District are eligible to apply for exemption from the timed parking restrictions if:
    1. The primary residential address (own or rent) is located within the Timed Parking District; and
    2. There is no off-street parking, or there is limited off-street parking that does not accommodate the registered personal vehicles.
  - ii. If the above two conditions are met, the following must be submitted to Town Hall to request an exemption:
    1. Signed application; and
    2. Proof of residency (driver's license with current address or current utility bill or lease (for example)); and
    3. Proof of vehicle registration (must be registered to primary residential address located within the Timed Parking District); and
    4. Compliance with the Town's Vehicle License Fee.
  - iii. No parking stickers or tags will be issued as part of this program. Vehicle information for residents who are approved for exemption from the timed restrictions will be loaded into enforcement equipment and active until November 20 each year. Residents must reaffirm vehicles and residency annually each November at the time of vehicle license fee renewal to continue to be exempted from the timed parking restrictions. Vehicle exemptions for residences will be tied to the physical address. Any changes to vehicles or tag information must be

provided to the Town at the time of change and meet the requirements above.

- b. Visitor Parking Passes – Residents who live within the Timed Parking District are eligible to receive Visitor Parking Passes for guests to receive temporary exemption within the Timed Parking District. Visitor parking passes are free and good for up to 72 hours and may be obtained by residents living within the Timed Parking District. To obtain a Visitor Parking Pass, requestors must complete an application and provide proof of primary residential residence within the district.
- c. Short-Term Rentals – Registered short-term rentals (i.e. Airbnb) may purchase Visitor Parking Passes for \$25 each to provide to their guests for up to 72 hours per pass. In order to qualify, the business owner must be up to date on all taxes and fees with the Town including: (1) valid business license, (2) transient tax submission and reporting and (3) real estate taxes.
- d. Businesses and/or their employees are NOT ELIGIBLE FOR EXEMPTION UNDER ANY CIRCUMSTANCES.

**4. Enforcement –**

- a. The Police Department shall enforce the parking regulations of the Town.
- b. Time restricted parking on designated streets and parking areas will be enforced daily between 7 a.m. and 7 p.m.
- c. Per Town Code section § 73.03 (A)(14), unless exempt, no vehicle shall be parked in excess of the permitted time limits.
- d. Per Town Code section § 73.02 (A)(6), no long-term parking, including parking of commercial vehicles, recreational vehicles, or trailers, are permitted as posted within the Timed District Zone.

**5. PENALTIES –**

Timed Parking violations are found at Town Code Section § 73.03(A) and penalties are established as stated below as permitted under Town Code Section § 70.02:

<b>Violation</b>	<b>Fine if Paid Within 10 days</b>	<b>Fine if Paid After 10 days but within 30 days</b>	<b>Fine if Paid After 30 days</b>
Parked in a space reserved for persons with disabilities or in a striped access aisle	\$150	\$200	\$250
Parking in Excess of Time Zone (1 <sup>st</sup> Violation)	\$35	\$50	\$70
Parking in Excess of Time Zone (2 <sup>nd</sup> Violation)	\$50	\$75	\$100
Parking in Excess of Time Zone (3 <sup>rd</sup> or more violations)	\$100	\$150	\$200
All Other Violations Cited in Chapter 73	\$50	\$75	\$100

More information on the Timed Parking program, including applications, is available online [www.occoquanva.gov/timed-parking](http://www.occoquanva.gov/timed-parking).

Date: March 25, 2024

Adam C. Linn, JD, VCLEE-CEO  
 Town Manager/ Chief of Police