



TOWN OF ACTON APPLICATION FOR  
RESERVED PARKING SPACE

[www.actonma.gov/parking](http://www.actonma.gov/parking)

PLEASE CHECK ONLY 1 BOX

*1 Maple Street Lot ONLY*

*19-21 Maple Street Lot ONLY*

*Jones Field Lot ONLY\**

*Either Maple Street Lot*

*Any Lot\**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street Town State Zip

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

VEHICLES \*\*

1) YEAR/MAKE \_\_\_\_\_ PLATE # \_\_\_\_\_ LENGTH OF VEHICLE \_\_\_\_\_

2) YEAR/MAKE \_\_\_\_\_ PLATE # \_\_\_\_\_ LENGTH OF VEHICLE \_\_\_\_\_

\*\* Maximum of 2 vehicles. Vehicles must be registered at the same address



**Rules and Regulations (Reserved Parking Program)**

- Fee – Parking Rates are:
  - \$175 per month for 1 Maple Street and 19-21 Maple Street.
  - \$100 per month for Jones Field.
- Requires a minimum of three months payment. Invoices will be sent electronically 4 times a year, each for 3 months payment. Months are not prorated.
- Electronic payments are to be received by the due date of the bill.
  - Late payments, between 15-30 days, will be charged a \$15 fee.
  - Late payments received after 30 days will be returned and permit privileges will be revoked.
  - If three or more payments are received late, it will result in revocation of the permit privilege.
- Request for refunds shall be made in writing by the 15<sup>th</sup> of the month. Refunds will not be considered for any dates prior to the written request. Refunds are not prorated.
- Three (3) parking violations related to commuter parking in South Acton results in the loss of the reserved parking space.
- Parking is only permitted within a designated parking space. Parking is not allowed in any other areas.

- The designated parking space will be reserved from 6am to 10am Monday – Friday. The space is available to others if not occupied prior to 10am. The designated parking space is not reserved on weekends.
- If another vehicle is parked in your reserved space, call the Acton Police Department at 978-929-7711 for instructions.
- The Town is not responsible for lost items or damage to the vehicle.
- Vehicles parked in violation of this section may be ticketed by the Police Department or towed at the vehicle owner's expense.
- If you are assigned a parking spot you will be able to keep it indefinitely assuming all terms are followed and payments remain current.
- Lottery selection by Town Staff for vacant spots will take place as needed from the applicant pool. Reserved Parking Applications will be accepted year round.
- A maximum of one application per household is allowed for the lottery. If chosen in the lottery, applicants will have ten (10) business days from the date of being notified to provide proof of their vehicle registration(s) and the initial payment. Payment and vehicle registration(s) are required prior to being allowed to park in the reserved parking space.
- By submitting this application, you acknowledge and agree to follow the prescribed walking route to and from the train (see map available online). Do not trespass on private or MBTA property. Crossing the tracks at grade or walking along the tracks is illegal and dangerous.

\* Jones Field Spaces

- 1) All 38 reserved spaces are adequate for vehicles of less than 15'-6" (typically a 4 door sedan or small crossover SUV). If your vehicle is longer than 15'-6", it will be assigned a space of adequate depth, if such spot is available. Vehicles may be rejected if demand for longer spaces exceeds supply. Your vehicle and appendages (trailer hitches, etc.) shall not extend beyond the white line. Failure to comply may lead to fines, towing and/or revocation of your permit with no refunds.
- 2) Please be aware that the Jones Field Parking area, fields and playground have been discussed on Town agendas as needing improvements that may affect parking. The Town reserves the right to end any such parking agreements if it interferes with improvements being made in the surrounding area.

If awarded a reserved space I agree to abide by the rules and regulations above. Please return this application to the Collectors Office at 472 Main St. Acton, MA 01720 or via email to Collector@actonma.gov.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Printed name