



## CORPORATION OF HARPERS FERRY

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### **Parking Permit Policy and Permit Process** **REVISED 10/30/2025; APPROVED 11/10/2025**

Residential guest parking passes must not be used for business parking, including parking by B&Bs and short-term rentals.

Contained within this document are the available types of parking permits and the process for obtaining those permits within the Corporation of Harpers Ferry. All questions pertaining to this policy shall be addressed to the Parking Committee. See Town website, Police Tab, for contact information.

#### **Issuance**

Residential parking decals/guest permits are issued annually and coincide with the calendar year and are valid from January 1 through December 31 of the given calendar year. The purchase will not be prorated.

All decals/permits may be applied for in person at the Harpers Ferry Police Department (HFPD) Monday through Friday during posted business hours, mail, or email to [policeclerk@harpersferry.wv.us](mailto:policeclerk@harpersferry.wv.us). Every effort will be made to arrange for some late afternoon or evening hours. Payments must be received before a permit is issued.

#### **Eligibility**

Applicants must provide proof of residency in order to purchase residential parking decals/guest permits. A current valid legal form of identification, such as a driver's license, voters ID, or passport, is required. If there are special residential circumstances, an alternate form of identification may be acceptable. Proof of ownership of each vehicle for which a permit is sought must be provided (registration).

Parking decals are registered to a specific vehicle. A vehicle is a car, truck, motorcycle, or other motorized device by which a person is transported on land. Each decal issued is to be affixed on the upper left driver's side on each vehicle's windshield for which a permit is granted. A guest permit must hang on the rear-view mirror of the vehicle.

The Harpers Ferry Police Department (HFPD) will enforce the parking decals/guest permits. The HFPD reserves the right to revoke parking decals/guest permits at any time should it be deemed that a parking decal/guest permit is being misused.

## Permit Types

- Residential Parking Decal
- Residential Guest Parking Permit Hangtag

### **Residential Parking Decal**

Residents who purchase an annual parking decal may park anywhere within the Corporation where residential parking is permitted. This includes residential areas along Washington Street where paid parking may be in force.

The paid parking along Potomac Street is commercial and is excluded.

Residents who live on Washington Street, or streets running parallel to Washington Street, or any side streets in town, who have no or inadequate off-street parking, and either must park or choose to park in the public right-of-way, are required to purchase a parking decal.

Given the limited availability of parking spaces:

- Residents with no off-street parking may apply for up to three (3) parking decals.
- Residents with inadequate off-street parking may apply for up to (2) additional parking decals. (Must prove need).

Requests for parking for special circumstances or additional parking decals will be forwarded to the Parking Committee for consideration.

Residents who have adequate off-street parking and do not wish to park in the public right-of-way (along the street), are not required to purchase a parking decal, but may choose to do so.

Residential parking in spaces clearly marked as Residential Parking Only is in effect and enforced 24 hours per day, 7 days per week.

### **Guest Parking Permit Hangtag**

Residents are eligible to apply for up to two (2) annual guest permit hangtags. Guest permit hangtags are for parking as close to the resident's home as possible and for no more than seven (7) days in a row by the same vehicle. If longer term use is needed, the resident must notify the police department. The guest permit must be hung from the rear-view mirror.

### **Special Circumstances**

Residents with special circumstances, such as long-term care or a family need, may be eligible for up to two (2) additional guest parking hangtag permit(s). (Must prove need). Other circumstances may be determined on a case-by-case basis by the Parking Committee.

Residents with parking decals needing a handicapped sign in front of their house can apply to the Parking Committee.

### **Other Circumstances**

Additionally, church attendees may park in paid parking spaces on Washington Street, and along Shenandoah Street, without penalty on Sundays between the hours of 8 a.m. and 1 p.m. and at other times by pre-arranging with the HFPD. Church attendees are requested to respect the needs of residents.

### **Exclusions**

There are certain circumstances within the Corporation for which a permit is not needed due to a service being provided to a resident or to the Corporation (e.g., parcel delivery). *The HFPD should be notified at least one day in advance if the service, activity, or event will involve multi personnel or visitors.*

### **Parking for Special Occasions**

Parking for special occasions such as funerals, weddings, club meetings, festivals, holiday celebrations, etc., in areas where there is no or inadequate parking, must be pre-arranged by contacting the HFPD.

### **Annual Permit Fees**

Residential Decal: \$5.00 each

Residential Guest Permit Hangtag: \$5.00 each

Replacement Decal or Guest Hangtag: \$5.00 each

### **Paid Parking Zones**

There are three paid parking zones:

- Residential. 7520: Intersection at High Street and Church Street to intersection of McDowell Street and Washington Street.
- Residential. 7510: Intersection of McDowell Street and Washington Street to Union Street and Storer College Place and part of Fillmore Street.
- Commercial. 7515: Potomac Street.

## **Short Term Rental (STR) and Bed & Breakfast (B&B) Businesses located in the Residential Zone of Harper Ferry**

1. The Corporation of Harpers Ferry considers the provision of off-street parking spaces to be optimal practice for all B&Bs and STRs in the residential district.
2. **Residential guest parking hangtags issued by the Town may not be used for business guest parking by B&Bs and STRs.**
3. If off-street parking is not available for the number of guest vehicles, the following street parking option is available. The option is available only for Town-licensed STRs and B&Bs located in the Residential Zone that are current with B&O tax payments. **Note that this guest hangtag program does not apply anywhere on Washington Street.**
  - a. The owner/host may purchase temporary guest parking hang tags, available at the Police Department in packets of ten for \$30.00.
  - b. The owner/host must provide guests with a temporary hang tag (one for each vehicle parking on the street).
  - c. The start date must be indicated on the hangtag. **Previously used hangtags will be considered invalid; therefore, the vehicle may be ticketed.**
  - d. Each guest vehicle parked on the street must display the temporary hang tag on the rear-view mirror such that the date is easily visible from the front exterior of the vehicle.
  - e. Guest vehicles must park as close as possible to the front of the host property, preferably within the same block.
  - f. Guests of B&Bs and STRs located on Washington Street with no off-street parking may use the guest hang tags to park in ParkMobile zone locations off Washington Street: specifically, on Storer College Place or in the portion of the 700 block of Fillmore Street fronting the Odd Fellows Hall. Otherwise, guests choosing to park on Washington Street are required to pay the standard parking rate from 8:00 AM to 6:00 PM.
  - g. The issued tag will be good for only three days, after which it will expire.
  - h. If the guest visit is longer than three days, a new hang tag must be issued to the guest.
  - i. The hang tags are disposable. The tag can be disposed of after the guest's stay is over and does not need to be returned to the owner/host.
  - j. A purchase of a hang tag is no guarantee that a street parking space will be available. The hang tag does not imply reserved parking. If no nearby parking is available, the host/owner is responsible for finding alternative legal parking arrangements for guests.
  - k. The selling of hang tags to non-guests as determined by the Police Department is not permitted and shall be grounds for penalty.
  - l. The Harpers Ferry Police Department reserves the right to revoke parking guest permits any time should they deem that a parking guest permit is being misused.

- m. B&B and STR owners who do not reside within the Corporation of Harpers Ferry may purchase a business hangtag permit.
- n. B&B and STR owners who employ or contract for staff (e.g., housekeeper, business or property manager, landscaper) must purchase a business hangtag permit for staff parking.

**Licensed Contractors, Licensed Businesses Located in the Residentially Zoned Areas of Town, Non-profit Organizations (collectively, Businesses)**

- a) If off-street parking is not available for a business located in the residentially zoned areas of the Town, the following street parking option is available in the residentially zoned areas of town.
- b) Businesses wishing to obtain street parking must be up to date on B&O taxes and licensed with the town, as applicable.
- c) Licensed businesses may be issued up to 2 business hangtag permits.
- d) Businesses with special circumstances, such as a home repair service provider, may be eligible for up to two additional business hangtag permits. Other circumstances may be considered on a case-by-case basis by the Parking Committee with approval by the Mayor.
- e) Daily business hangtag permits are available for a fee of \$5.00.
- f) Annual business hangtag permits for use in residentially zoned areas of the Town are available for a fee of \$25.00 and are valid for one year from date of purchase.
- g) If off-street parking is not available for a business located in the commercially zoned area of lower town and contractor repairs are needed, the contractor may purchase a contractor hangtag permit for use in the designated loading and unloading paid parking spaces on Potomac Street.
- h) Contractors wishing to obtain street parking must be up to date on B&O taxes and licensed with the town, as applicable.
- i) Licensed contractors may be issued 1 business hangtag permit.
- j) Daily contractor hangtag permits are available for a fee of \$10.00.
- k) Annual contractor hangtag permits for use in commercially zoned area of lower town are available for a fee of \$35.00 and are valid for one year from date of purchase.
- l) The Harpers Ferry Police Department reserves the right to revoke business hangtag permits any time should they deem that a permit is being misused.
- m) Harpers Ferry non-profit organizations located in the residentially zoned areas of Town without off-street parking on their property may obtain up to two business hangtags for guest parking. If such non-profit organizations have events requiring parking for more than two vehicles, they must make pre-arrangements with the HFPD.