



Alpena Downtown
Development Authority
124 E. Chisholm Street
Alpena, MI 49707

RE: Parking Permits in Downtown Alpena

The Alpena Downtown Development Authority (DDA) currently monitors and rents out parking spaces throughout the downtown, which were taken out of the general inventory of parking to ensure our downtown residents had a place to park.

There are spaces available in the following lots:

- Behind the Center Building (Lot 1) (\$20/month)
- Culligan Plaza (Lot 7) (\$20/month)
- Behind Salon 125 (Lot 8) (\$20/month)
- Behind Dry Dock (Lot 4) (\$20/month)
- Lockwood Street (\$15/month)

PLEASE NOTE:

- Spots are available on a first-come, first-served basis.
- Permits may be purchased by month or as far in advance as you would like. We recommend paying in advance to guarantee you have a spot.
- The license plate number on the permit *must* match the plate on the car or a citation will be issued.
- If you note a car without a permit is in a permit-only spot, please call the DDA office or Alpena Police.
- **You are responsible for informing the DDA office of any change(s) and renewing your permit.**

What if I have an overnight visitor? Short term permits are available per request, depending on availability of spots. Contact Anne at the DDA Office.

Can business owners or employees purchase a permit? Downtown residents are given priority in renting out parking spaces. Business owners or employees may purchase permits if space allows and are required to forfeit their spot (with refund given) if a resident requires a parking spot.

REVOCAION OF PERMIT

The parking permit may be revoked by either the City of Alpena or the DDA if it is determined that the regulations are not being followed. No refund will be given.

Please feel free to call the DDA office at 356-6422 or City Manager, Greg Sundin (354-1700) with any comments.

If you would like a permit only parking spot, fill out the attached parking space rental form (one for each permit) and return to the DDA by email (anneg@alpena.mi.us), or drop off at 124 E Chisholm, Alpena MI 49707.

Warmly,

A handwritten signature in black ink, appearing to read "Anne Gentry".

Anne Gentry, Executive Director

989.356.6422

anneg@alpena.mi.us

[facebook.com/ alpenadowntown](https://www.facebook.com/alpenadowntown)

[instagram @downtownalpena](https://www.instagram.com/downtownalpena)

Downtown Development Authority Overnight Parking Space Request

Permit Holder's Information

Person Requesting Permit _____

Vehicle Owner/Permit Holder (*if different*) _____

Address _____

City _____ St _____ Zip _____

Email Address _____

Phone(s)

Home _____ Cell _____ Work _____

Lot Request

Parking Lot Preference:

#1 _____

#2 _____

Vehicle Information

Car Make/Model/Year _____

Car Color _____

License # _____

FOR OFFICIAL USE ONLY

PARKING LOT ASSIGNED: _____

PERMIT VALID THROUGH: _____

AUTHORIZED BY: _____ DATE: _____