

Request to Reformat Parking Operations'
Service Permit Forms for Consistency



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Construction Contractor Permit - Contract

Company Name: _____ Business Phone: _____

Company/Business Address: _____

Contact Person: _____ Title/Position: _____

Contractor Vehicle Description: Make _____ Model _____ Plate _____

Location where work will occur: _____

1. Customer agrees to pay City of Lafayette a permit fee of \$20 for parking privileges allowing a company-marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing construction related services at a downtown worksite.
2. Customer certifies that they fit the description of a for-profit business operator who is performing building property construction, renovation, restoration, or substantial repair to a building in downtown Lafayette.
3. Customer agrees the term of this agreement is for three (3) calendar months from the date of issue or by the job completion date, whichever comes sooner. A new contract will need to be filled out for any renewals. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street. (phone 765-807-1021)
4. Permits are not valid in fire lanes, handicap spaces, 20 and 30 minute loading zones, or wherever general parking is prohibited. Permits are not valid if a vehicle or business has any overdue/unpaid citations.
5. Permits are not valid if work is not in progress. Permits may not be used for any other purpose.
6. Permits are not valid when parked in the same block as the company's main business address or actual location, when that business is located within the downtown enforcement zone.
7. Permits must be displayed in rear window (or best alternative location) at all times while in use.
8. Customer agrees that the permit fee noted herein is for the aforementioned parking privileges only. All other parking regulations will be enforced while the permit is valid. Misuse of a Contractor Permit may result in the revocation of all current and future permit parking privileges.

Copy of contract for services (stating start and completion dates, if applicable) _____

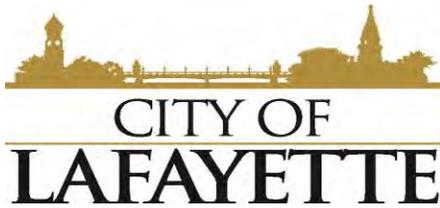
Copy of construction permit, if applicable. _____

I HAVE ATTACHED THE FOLLOWING DOCUMENTS AND CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND ACCURATE. I HAVE ALSO READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THIS FORM. INITIALS _____

FOR OFFICE USE ONLY DATE: _____ PERMIT ENTERED BY: _____

START DATE: _____ END DATE: _____

NOTES: _____



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Construction Contractor Permit Policy

PERMITS MAY BE OBTAINED AT THE CITY CLERK'S OFFICE AT 20 N 6TH STREET.

ELIGIBILITY:

You must fit the following description; A for-profit business operator who is performing building property construction, renovation, restoration, or substantial repair to a building in downtown Lafayette. This permit is not valid when these services are being performed to your own building as determined by your official businesses address. Government and/or Public Utility Companies are excluded from this definition.

INFORMATION REQUIRED:

- Completed Parking Permit Application Form
- Copy of Construction Contract Work Permit
- Letter from the building owner/manager stating type of services that are needed by a contractor.

PERMIT PRIVILEGES AND COSTS:

This permit will allow a company marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing construction related services, for up to eight (8) hours per day, for up to 3 consecutive days. Permitted vehicles must park within a one block radius of the work site. A maximum of two (2) permitted vehicles may be parked at the same service location, and each vehicle must have a separate permit.

A \$20.00 fee is incurred with each permit. A Permit should be conspicuously displayed in the left rear window of the service vehicle if possible. If that is not possible, the Permit should be on display inside the vehicle on the driver's side dashboard.

PERMIT LIMITATIONS:

- Permits are valid for up to three (3) months unless otherwise specified. Contact the Clerk's office for a renewal.
- Permits allow 2 or 3 hours parking time limits to be exceeded only. Permits are not valid in a 20 minute zone, 30 minute loading zone, handicap space, fire zone, or any other prohibited or restricted area.
- Permits are not valid in alleys.
- Permits are not valid if work is not in progress at the worksite.
- Permits are not valid when parked in the same block of the company's business address or location if the Construction Contractor's own business address is located within the downtown enforcement zone.
- Permits are not transferable.

ENFORCEMENT PROCEDURES: All other parking regulations will be enforced while the permit is valid. Misuse of a Construction Contractor Permit may result in the revocation of all current and future permit parking privileges. Permits are not valid if a vehicle or business has outstanding citations that are unpaid after 30 days of being issued.



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FERRY STREET PARKING PERMIT APPLICATION

AUGUST 1, 2020 – JULY 31, 2021

Last Name _____ First Name _____

Street Address _____ Apt # _____

City _____ State _____ Zip Code _____

Vehicle Owner _____

Vehicle Make _____ Vehicle Model _____

Vehicle Plate _____ Vehicle Color _____

State of Vehicle Registration _____ Expiration Date _____

Signature _____ Date _____

To Be Completed By City of Lafayette City Clerks

- Copy of the Resident Lease
- Verification of Vehicle Registration
- \$25.00 Fee for Year 2019-2020
- \$5.00 Fee for lost tag or re-issuance for different vehicle

Sticker Number _____ Date Issued _____ Staff Initials _____



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FERRY STREET NEIGHBORHOOD RESIDENT PARKING PERMIT - POLICY

The permit application is for downtown residents who live between 6th and 9th street on Ferry St. This application will need to be filled out for every new and returning resident and delivered to the City of Lafayette City Clerk's Office located on the 2nd floor of City Hall along with a copy of your lease and vehicle registration. Upon approval of this application, you will be issued a permit sticker that you will need to have displayed in your back window. If your back window is tinted, place it in the bottom corner of the front windshield by the steering wheel. This permit sticker will allow you to park on the North side of Ferry Street between 6th St. and 9th St. without having to obey the two hour time limit **but only on the North side.** You will still need to obey all other parking regulations such as, but not limited to, not blocking any fire hydrants, not parking against the flow of traffic, and not leaving your vehicle parked for more than 5 days continuously without the vehicle being moved. A separate application must be completed if you wish to have more than one vehicle permitted.

The permit is not valid unless the sticker is in plain view.

The permit will go into effect on 8/1/2020 and is only valid until the end of your lease or until 8/1/2021 depending on whichever date comes first.

You must notify Parking Operation if there is any change to your vehicle or license plate.

Permits are not valid if a vehicle or customer has outstanding citations that remain unpaid after 30 days of being issued.

If you do not wish to apply for this permit then simply ignore and throw away this application.

Feel free to contact us at parking@lafayette.in.gov or call 765-807-1160 if you have any questions.

Initial _____



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Healthcare Service/In-Home Care Permit - Contract

Company Name: _____ Business Phone: _____

Company/Business Address: _____

Contact Person: _____ Title/Position: _____

Contractor Vehicle Description: Make _____ Model _____ Plate _____

Location where work will occur: _____

1. Customer agrees to pay City of Lafayette a permit fee of \$5 for parking privileges allowing a company-marked service vehicle to be parked on the street in excess of posted time restrictions while performing Health Service/In-Home Care work at a downtown resident's home address.
2. Customer certifies that they fit the description of a for-profit business operator who is performing health related or in-home care to a downtown resident in need of such services. Service providers must maintain applicable state certifications where required.
3. Customer agrees the term of this agreement is for one (1) calendar year from the date of issue or by the job completion date, whichever comes sooner. A new contract will need to be filled out for any renewals. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street. (phone 765-807-1021)
4. Permits are not valid in 20-minute zones, handicap spots, 30-minute loading zones, or wherever general parking is prohibited. Permits are not valid if a vehicle or business has any overdue/unpaid citations.
5. Permits are not valid if work is not in progress. Permits may not be used for any other purpose.
6. Permits are not valid when parked in the same block as the company's main business address or actual location, when that business is located within the downtown enforcement zone.
7. Permits must be displayed in rear window (or best alternative location) at all times while in use.
8. Customer agrees that the permit fee noted herein is for the aforementioned parking privileges only. All other parking regulations will be enforced while permit is valid. Misuse of a Healthcare Service Permit may result in the revocation of all current and future permit parking privileges.

Copy of State issued Healthcare Provider permit Attached: _____

Letter from employer to include length of service and/or general terms if applicable.

Do not include any personal medical/private information. _____

ALL INFORMATION PROVIDED IS TRUE AND ACCURATE. I HAVE ALSO _____ INITIALS _____
READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THIS FORM.

FOR OFFICE USE ONLY DATE: _____ PERMIT ENTERED BY: _____

START DATE: _____ END DATE: _____

NOTES: _____



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Healthcare Service/In-Home Care - Permit Policy

PERMITS MAY BE OBTAINED AT THE CITY CLERK'S OFFICE AT 20 N 6TH STREET.

ELIGIBILITY:

You must fit the following description; A for-profit business operator who is supplying necessary health related or in-home health care services to a resident living in downtown Lafayette. The health related services may include, but is not limited to, bathing, assisting with physical activities and services, hospice care, medication delivery, and nursing care. This health service permit is not valid when services are being performed at a Healthcare Provider's official business location, if located within the downtown business district.

INFORMATION REQUIRED:

- Completed Parking Permit Application Form
- Copy of State Healthcare permit.
- Letter from the building owner/manager or resident, stating type of services needed if applicable.

PERMIT PRIVILEGES AND COSTS:

A permit will enable a company marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing needed services, for up to eight (8) hours per day. Up to two (2) Healthcare service providers may be parked at the same service location. A third vehicle from the same company may be parked in the same block for up to four (4) hours. Each vehicle must have a separate permit.

A permit costs \$5.00. A Permit should be conspicuously displayed in the left rear window of the service vehicle if possible. If that is not possible, the Permit should be on display inside the vehicle on the driver's side dashboard. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street (phone 765-807-1021)

PERMIT LIMITATIONS:

- Permits are valid for up to one (1) calendar year unless otherwise specified.
- Permits only allow 2 or 3 hours parking time limits to be exceeded. Permits are not valid in a 20 minute zone, 30 minute loading zone, handicap space, fire zone, or any other prohibited or restricted area.
- Permits are not valid in alleys.
- Permits are not valid if work is not in progress at the residence where services are needed.
- Permits are not valid when parked in the same block of the company's business address or location if the Healthcare Provider's own business address is located within the downtown enforcement zone.
- Permits are not transferable.

ENFORCEMENT PROCEDURES: All other parking regulations will be enforced while the permit is valid. Misuse of a Health Service/In-Home Care Permit may result in the revocation of all current and future permit parking privileges. Permits are not valid if a vehicle or business has outstanding citations that are unpaid after 30 days of being issued.



Parking Operations
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Columbia Parking Garage – Monthly Parking Contract

Applicant Name: _____ E-Mail _____

Address _____ Phone Number: _____

Space Billed to: _____ E-Mail: _____

Billing Address: _____ Phone Number: _____

Space Used By: _____ E-Mail: _____

Address: _____ Phone Number: _____

Vehicle 1 Make/Model _____ Year: _____ Plate: _____ State: _____

Vehicle2 Make/Model _____ Year: _____ Plate: _____ State: _____

1. Customer agrees to pay the City of Lafayette a monthly fee of \$_____ for parking privileges in the Columbia Parking Garage. Payment is due by the 5th day of each calendar month. All parking privileges will be suspended on the 6th day of the month if full payment is not received.
2. If you enter the garage without your parking control card, call (765) 807-1160 within 15 minutes. Do not wait until exiting the garage in your vehicle.
3. Only immediate family members may use your designated parking space on days you are not using it.
4. CANCELLATION POLICY - Written notice must be given to the Garage Manager. If said notice is received after the 1st, the customer will be charged an amount equal to ½ of the monthly fee. If notice is received after the 15th, the customer will be charged for the full month. No refund will be given on advance payment if notice is received after the 15th, and ½ of the monthly fee will be returned if notice is received before the 15th.
5. Reserved parking is enforced Monday-Friday during normal business hours. Reserved parking is not guaranteed for nights, weekends or city observed holidays.
6. Customer agrees that the terms of this agreement is one calendar month, automatically renewable each month upon the timely receipt of the prevailing monthly parking fee. The customer understands the Owner may terminate this agreement by providing thirty days written notice to the customer, at the address listed herein at any time. Parking rates are subject to change upon 30 days' notice to customers.
7. Customer agrees that the monthly fees noted herein are for parking privileges only. The Owner of the Garage, including all officers, employees, and agents, will not be responsible for, and the Customer agrees to hold the Owner and its officer, employees, and agents harmless from all loss and damage by fire, vandalism, and theft, or otherwise, except if such loss is occasioned by gross negligence or willful misconduct of the Owner.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THE CONTRACT AGREEMENT:

Name: _____ Date: _____

FOR OFFICE USE ONLY BELOW THIS LINE

Start Date: _____ Notes / Space Number: _____

Permit Issued By: _____



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Columbia Parking Garage Hourly Rates

The Columbia Block Parking Garage is located at 18 N. 5th Street in downtown Lafayette. Garage rates are incurred for time spent in the garage between the hours of 7am and 6pm, Monday through Friday. Fees must be paid by credit/debit card, or by means of a company validation ticket. **NO CASH IS ACCEPTED.** Company validations are available through participating business partners in the downtown area. All transactions are conducted at the exit gate of the garage when leaving in your vehicle.

The garage offers free parking during nights, weekends and city observed holidays.

PARKING RATES:

0-5 MINUTES	FREE
5 MINUTES – 2 HOURS	\$1.50
2-3 HOURS	\$3.00
3-4 HOURS	\$4.00
4-5 HOURS	\$5.00
5-6 HOURS	\$6.00
6-7 HOURS	\$7.00
7-8 HOURS	\$8.00
8-9 HOURS	\$9.00
9-10 HOURS	\$10.00
DAILY MAXIMUM	\$11.00
LOST TICKET	\$11.00

CREDIT/DEBIT CARDS AND VALIDATIONS ONLY – NO CASH PAYMENT ACCEPTED

For more information please contact the Parking Operations Department at parking@lafayette.in.gov or call us at 765-807-1160.



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Columbia Parking Garage - Monthly Pass Options

Reserved Space with Signage **\$125.00**

A reserved space identified with a personalized sign approved by the Lafayette Parking Operations Department.

Reserved Space **\$95.00**

A reserved space identified by a Reserved Parking sign.

Unreserved Space **\$63.00**

A "Hunt and Find" space option. The spaces are first-come, first-served.

Downtown Resident **\$40.00**

A "Hunt and Find" space option at a discounted rate for downtown residents is available. (Must provide proof of residence) Resident parking is restricted to designated areas on the upper level of the garage.

Reserved parking in the parking garage is enforced Monday-Friday during normal business hours. (7am – 5pm)

Reserved parking is not guaranteed on nights, weekends, and city observed holidays.

For more information please contact:

Parking Operations at parking@lafayette.in.gov or (765) 807-1160.



Parking Operations
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Downtown Resident - Information & Rules For Parking Garage Use

Name: _____ E-Mail: _____

Address: _____ Phone: _____

Car Information:

Make/Model: _____ License Plate: _____ State Issued: _____

1. Residents who are under the discount rate must park in the Residential Areas on the south side of the ramp leading to the 3rd level, and the south side of the 3rd level as marked by the signs. Those spaces are numbered from 270-311 and 362-380. Being parked outside of the Residential Areas is a violation and may result in a citation. These restrictions are enforced Monday through Friday from 7am – 6pm.
2. Residents must verify their downtown residency status in order to receive the discounted monthly rate.
3. You may not use your garage pass to “badge out” another vehicle.
4. Residents/vehicle owners who wish to park in the Columbia Garage may not allow any city issued citations to become delinquent. A citation may be appealed through proper channels. If a citation remains unpaid after 30 days, the garage pass will be deactivated and the monthly contract cancelled.
5. Residents agree to send an e-mail to parking@lafayette.in.gov regarding any changes to their personal or vehicle information that is on file with our office.
6. City Ordinance states that you shall not leave your vehicle parked in the garage for more than 5 days continuously. If you are traveling or otherwise need to leave your vehicle for a longer period of time, you are asked to submit a request to parking@lafayette.in.gov. This helps us facilitate maintenance and garage management functions as needed.

Initials _____

Date _____





Parking Operations
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Repair / Maintenance Permit - Contract

Company Name: _____ Business Phone: _____

Company/Business Address: _____

Contact Person: _____ Title/Position: _____

Contractor Vehicle Description: Make _____ Model _____ Plate _____

Location where work will occur: _____

1. Customer agrees to pay City of Lafayette a permit fee of \$20 for parking privileges allowing a company-marked service vehicle to be parked on the street in excess of the posted time restrictions while performing repair/maintenance work at a downtown worksite.
2. Customer certifies that they fit the description of a for-profit business operator who is performing urgent or ordinary/routine repairs or maintenance involving a downtown Lafayette building, its mechanicals, business equipment, utilities or other appurtenances.
3. Customer agrees the term of this agreement is for six (6) calendar months from the date of issue or by the job completion date, whichever comes sooner. A new contract will need to be filled out for any renewals. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street. (phone 765-807-1021)
4. Permits are not valid in fire lanes, handicap spaces, 20 and 30 minutes loading zones, or wherever general parking is prohibited. Permits are not valid if a vehicle or business has any overdue/unpaid citations.
5. Permits are not valid if work is not in progress. Permits may not be used for any other purpose.
6. Permits are not valid when parked in the same block as the company's main business address or actual location, when that business is located within the downtown enforcement zone.
7. Permits must be displayed in rear window (or best alternative location) at all times while in use.
8. Customer agrees that the permit fee noted herein is for the aforementioned parking privileges only. All other parking regulations will be enforced while permit is valid. Misuse of a Repair/Maintenance Permit may result in the revocation of all current and future permit parking privileges.

Copy of Maintenance / Service Contract (to include contract terms) Attached: _____

Letter from Building Owner/Manager detailing need for limited parking privileges: _____

I HAVE ATTACHED THE FOLLOWING DOCUMENTS AND CERTIFY THAT
ALL INFORMAITON PROVIDED IS TRUE AND ACCURATE. I HAVE ALSO _____ INITIALS _____
READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THIS FORM.

FOR OFFICE USE ONLY DATE: _____ PERMIT ENTERED BY: _____

START DATE: _____ END DATE: _____

NOTES: _____



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Repair / Maintenance Contractor Permit Policy

PERMITS MAY BE OBTAINED AT THE CITY CLERK'S OFFICE AT 20 N 6TH STREET.

ELIGIBILITY:

You must fit the following description; A business operator who is performing repairs or maintenance to a building located in downtown Lafayette. The work must involve a building's mechanicals, business equipment, utilities, or other appurtenances. A Repair/Maintenance Contractor Permit is not valid when services are being performed to your own building, as determined by your Business or Company address. Government and/or Public Utility Companies are excluded from this definition.

INFORMATION REQUIRED:

- Completed Parking Permit Application Form
- Copy of Maintenance/Service Contract
- Letter from the building owner/manager stating type of services that are needed by a contractor.

PERMIT PRIVILEGES AND COSTS:

This permit will allow a company marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing repair/maintenance related services, for up to eight (8) hours per day, for up to 3 consecutive days. Permitted vehicles may park within a one block radius of the work site. A maximum of two (2) permitted vehicles may be parked at the same service location, and each vehicle must have a separate permit.

A \$20.00 fee is incurred with each permit. A Permit should be conspicuously displayed in the left rear window of the service vehicle if possible. If that is not possible, the Permit should be on display inside the vehicle on the driver's side dashboard.

PERMIT LIMITATIONS:

- Permits are valid for up to six (6) months unless otherwise specified. Contact the Clerk's office for a renewal.
- Permits allow 2 or 3 hours parking time limits to be exceeded only. Permits are not valid in a 20 minute zone, 30 minute loading zone, handicap space, fire zone, or any other prohibited or restricted area.
- Permits are not valid in alleys.
- Permits are not valid if work is not in progress at the worksite.
- Permits are not valid when parked in the same block of the company's main business address or actual location, when that business is located within the downtown enforcement zone.
- Permits are not transferable between vehicles.

ENFORCEMENT PROCEDURES: All other parking regulations will be enforced while the permit is valid. Misuse of a Repair/Maintenance Permit may result in the revocation of all current and future permit parking privileges. Permits are not valid if a vehicle or business has outstanding citations that are unpaid after 30 days of being issued.



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Request for Temporary Single Day Parking Restriction

Date Needed: _____

Time: From: _____ (am/pm) To: _____ (am/pm)

Description of need: _____

Location of Spaces to be Restricted: _____

Building or Business Name : _____

Building Address: _____

Number of Parking Spaces Impacted: _____

Type or Size of Vehicle(s) Involved: _____

Applicant Contact Information

Name: _____ Business/Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Alternate Contact person(s): _____

Phone Number(s): _____

Emails: _____



Parking Operations
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REQUEST FOR TEMPORARY SINGLE DAY PARKING RESTRICTION

The following rules and regulations herein apply to anyone requesting a Temporary Single Day Parking Restriction on any street within the Downtown Business District. A Temporary Parking Restriction is limited to a single day, and the vehicle(s) in question is not permitted to remain there a second day. A Temporary Parking Restriction will prohibit parking for the general public for a fixed period of time. This temporary restriction allows an approved passenger vehicle(s) and/or larger commercial vehicle(s) to occupy these parking spaces for a specific purpose. Common examples of these larger vehicles might include a Moving Van, Bus, or Service Vehicle. *The City does not allow Temporary Storage Containers (POD's) to be placed on any street in the Downtown Business District.*

This request allows a vehicle(s) to occupy two or more regular parking spaces, as defined and approved by the City of Lafayette's Parking Operations Department. During this time, posted time restriction limits will not be enforced. This does not allow, or in any way authorize, a vehicle to occupy any other regulated parking areas such as a handicap space or fire zone.

A completed application of a **Request For Temporary Single Day Parking Restriction** should be mailed to the Parking Operations Department at 20 N 6th Street, Lafayette IN 47901. Requests can also be made by contacting us by email at parking@lafayette.in.gov. The request form may also be found online at www.lafayette.in.gov/parking.

Upon receiving the completed forms and documentation, requests will be evaluated and assessed before determining how to proceed. Some of the things we will consider are:

- The timeliness of the request, and the ability to review and coordinate the processes with other City Departments. We prefer a one week notice for all such requests.
- Consideration of other events or activities occurring downtown, which might adversely affect downtown traffic patterns and those matters relating to pedestrian and/or vehicle safety.
- The ability of the requestor to ensure that the loading or unloading, or needs of the specialty vehicles in question, will proceed and conclude without unnecessary delay.

The applicant, or anyone associated with the Temporary Single Day Parking Restriction request, may not unfairly place any additional restrictions on pedestrian or vehicular traffic, not previously discussed and/or authorized by the City.

Upon approval, the Parking Operations Department will coordinate with the Traffic Improvement Department for the placement of any temporary signs, barricades, or traffic cones in an effort to define the approved area, and the duration of the parking restrictions.