

**CARLETON PARKING MANAGEMENT**  
**TELEPHONE: 613-725-6621**

Dear Residents,

Absolutely no street parking is permitted as all roads are designated fire lanes. Illegal and improper parking is a constant irritant to all residents, as well as their guests. It is also a factor in your condominium's safety. Your safety and well-being are uppermost in the minds of your condominium's management. City By-laws governing the use of fire lanes are also primarily concerned with making your condominium safe and readily accessible in case of emergencies. With these considerations in mind, the management of your condominium has placed all matters pertaining to parking under the supervision of CARLETON PARKING MANAGEMENT (CPM). In this regard, the following parking policies have been reviewed by your management and will be enforced by CPM.

All visitor vehicles must be parked in designated visitor parking areas.

**Guests staying between the hours of 2:00 a.m. to 7:00 a.m. MUST register their vehicles with CPM.**

JUST CALL US. Be sure to give the address, license plate number, and the amount of evenings the vehicle will be in visitor parking. Please be sure to advise your guest of this policy. Registrations are taken twenty-four hours a day, seven days a week. No vehicles may be registered for more than three (3) days in any seven (7) day. The system works on a 24 hour clock, so if you count backwards for the last 7 days and you have used visitor parking 3 times (including the morning), then you have over-registered and may be ticketed if you have already parked 3 overnights period without making arrangements with your property management office (613-236-3902, ext. 21).

**DO NOT CALL YOUR MANAGEMENT OFFICE FOR REGISTRATIONS  
OF THREE (3) DAYS OR LESS IN ANY SEVEN (7) DAY PERIOD  
CALL CARLETON PARKING AT 725-6621**

Parking privileges will be revoked for any person's vehicle that has received a parking ticket and has not paid said ticket within the time allotted and their vehicle will be towed from the property each and every time Carleton Parking Management patrols until the ticket(s) have been paid.

**VEHICLES WILL BE TICKETED AND/OR TOWED FOR THE FOLLOWING OFFENCES:**

- failed to register vehicle in visitor parking between 2 a.m. and 7 a.m.;
- portion of vehicle parked on lawn area;
- vehicle occupying more than one parking space;
- vehicle parked on roadway;
- portion of vehicle obstructing roadway;
- parking a vehicle with an expired validation sticker or no license plates;
- performing mechanical work on a vehicle;
- obstructing work crew (i.e. snow removal, paving, line painting, sweeping, etc.);
- parking in a space reserved for the physically disabled without a permit;
- unauthorized parking in a reserved parking space;
- RESIDENT or any unauthorized vehicles parking in visitor parking (this applies day or night);

When a vehicle is illegally parked in your assigned parking space, if you wish said vehicle to be removed, it is your responsibility to notify your local Police or City By-law Office (3-1-1).

**FOR OVERNIGHT REGISTRATIONS, PLEASE CALL  
613-725-6621 or visit [carletonparking.com](http://carletonparking.com)**