



Steven T. Noble  
Mayor

## Parking in the City of Kingston's Municipal Lots Frequently Asked Questions

### **Q: Where are the parking pay stations installed?**

A: Pay stations have been installed at the following locations: all 3 North Front St. lots; the Cornell St. lot; the Prince St. lot; and the Dock St. lot. Signage is posted to inform drivers of whether a lot has paid parking or not.

### **Q: How much does parking cost in the lots? Are there permits?**

A: In an effort to accommodate the needs of various users of off-street metered parking lots, the City of Kingston offers three payment options:

- 1) Hourly fee- 75 cents per hour through parking pay station
  - a. Pay by coin
  - b. Pay by credit card
  - c. Pay by Flowbird mobile app (35 cent transaction fee required)

About this option:

Pay by hour is the ideal option for infrequent users of the metered parking lots.

- 2) Monthly Permit- \$20.00/month
  - a. Purchase a permit by credit card on-site through the parking pay station

About this option:

Purchasing a monthly permit is the ideal option for frequent users of the metered parking lots who wish to access a permit on-site, who are parking for a significant enough period of time that the hourly fee would become burdensome, and/or who want a discounted rate but who do not anticipate needing extended parking for more than a few weeks or months. Finally, the monthly permit offers a lower upfront cost than the annual permit.

- 3) Annual Permit- \$100.00/year
  - a. Purchase a permit online by credit card at [www.kingston-ny.gov/parking](http://www.kingston-ny.gov/parking) or by check or money order by postal mail.

About this option:

Purchasing an annual permit is the ideal option for very frequent users of the parking lots. The annual permit is by far the most cost-effective option, averaging out to less than \$10 per month.

Please note: Permits do not guarantee parking availability.

**Q: How are parking rules enforced in the lots?**

A: The pay stations allow users to “pay by plate.” This means that users are instructed to input their license plate numbers into the pay station. While users do receive a printed receipt after their transaction, they do not have to return to their cars or display any proof of payment on their dashboard. The City’s parking enforcement staff are able to verify the vehicle has been paid by looking up the license plate. If a user has purchased a parking permit, that permit must be displayed on the vehicle’s dashboard.

**Q: When are parking rules enforced in the lots?**

A: As with on-street parking, off-street parking fees can be enforced Monday-Saturday, 9:00am-6:00pm.

**Q: How can annual parking permits be purchased? Do I need to purchase the permit online?**

A: Annual permits can be purchased in two ways:

- 1) Online by visiting [www.kingston-ny.gov/parking](http://www.kingston-ny.gov/parking) and following the instructions. Major credit cards are accepted for payment.
- 2) By mail by either downloading the PDF application at [www.kingston-ny.gov/parking](http://www.kingston-ny.gov/parking) or picking up a paper application in person at City Hall at 420 Broadway in Kingston. Applicants are responsible for mailing their completed applications and check or money order directly to the processing center.

**Q: Are parking permits transferable?**

A: No. Parking permits cannot be transferred from person to person. They are specific to the account holder who purchased the permit.

**Q: What if I change vehicles?**

A: You can update vehicle/plate information with the parking office at City Hall at 845-334-3933.

**Q: Can parking permits be purchased for business?**

A: Yes. An account should be created with the business' information to purchase the permit.

**Q: Can a business purchase multiple permits for employees?**

A: Yes. The business must purchase the permits for each individual employee under the business' account. Permits must be purchased one at a time with each employee's vehicle information.

**Q: What if an employee no longer works for a business?**

A: The permit can be canceled or reassigned to a new employee. Parking permits cannot be refunded if canceled. The business can contact the parking office at City Hall at 845-334-3933 and provide the vehicle information for the employee that the permit has been reassigned to.

**Q: What do I do if I lose my parking permit tag?**

A: If in the event the permit tag is lost, the user must appear in person with a valid photo ID at the City

**Q: Are users required to pay for parking in the lots during snow emergencies?**

A: No. Parking fees in the lots will be suspended for the duration of the snow emergency. The display on the pay station will inform users that payment is not required.

**Q: Does the City of Kingston have a parking ticket appeals process?**

A: Yes. Parking tickets may be appealed online at [www.kingston-ny.gov/parking](http://www.kingston-ny.gov/parking) or by completing an appeal request in the City Comptroller's Office.