



November 2022

Dear CTC Parking Customer:

Enclosed you will find the 2023 CTC Annual Parking Permit Application and the Chebeague Transportation Company Annual Parking Permit Terms and Conditions. To be considered for a Cousins Island annual permit, a completed application must be submitted or postmarked by 4pm on December 1<sup>st</sup>, 2022, along with a deposit of \$500. The remainder of the balance must be paid by March 31<sup>st</sup>, 2023. Our annual parking permit fees for 2023 are as follows:

Type	Standard Fee	Fee <small>Cash Discount Rate</small>
<b>Cousins Island Annual Permit</b>	\$890	\$850
<b>Cousins Island Weekday Worker Annual Permit</b>	\$1,075	\$1,025
<b>Route One Annual Permit</b>	\$890	\$850
<b>Route One Annual Permit – Chebeague Year-round resident senior discount*</b>	\$445	\$425
<b>Annual Permit issued after September 1<sup>st</sup> at Route One lot</b>	\$365	\$350

*\* Conditions apply – see enclosed policy*

Parking in the Cousins Island lot is limited. Parking permits for the lot are assigned based on demonstrated need. CTC evaluates need based on a set of factors to ensure that every application is considered on the same basis as every other application. The factors that are normally given weight include:

- How many months the applicant resides on the Island per year
- If the applicant requests a permit to commute regularly (at least 4 days per week) to and from the mainland for work or college
- If the applicant runs an island business and commutes regularly (at least 4 days per week) to and from the mainland for business purposes
- If the applicant household has year-round school age children (6-12 grades)

After all applications are received, the Board will review the total number of applications to determine if (due to lack of available space) the criteria for qualification for a Cousins Island permit needs to be modified.

To enable us to make sound decisions, the application requires additional information for those applying for a Cousins Island parking permit. The questions on Page 2 of the application must be answered to qualify for a Cousins Island annual overnight parking permit. To be considered for a Cousins Island annual permit, proof of residency and ownership of vehicle is required in the form of a **copy of a valid Maine driver's license with an address on Chebeague Island** and **current vehicle registration in the applicant's name and registered in the Town of Chebeague Island**. Applications without this proof of residency will not be considered for a Cousins permit. Please review carefully the 2023 Annual Parking Permit Application Instructions and Chebeague Transportation Company Parking Terms and Conditions found on page 2 of this letter.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED FOR COUSINS PARKING SPOTS. These applications will be given a Route One spot. APPLICATIONS SUBMITTED BY PERSONS MORE THAN 30 DAYS IN ARREARS FOR PAYMENTS TO THE COMPANY (of any kind) WILL NOT RECEIVE A COUSINS PARKING PERMIT AND WILL ONLY RECEIVE A ROUTE ONE PERMIT WHEN ACCOUNT IS PAID IN FULL.

Thank you in advance for your compliance with our parking regulations. Please contact the CTC office if you have any questions or concerns.

Sincerely,

Matt Ridgway  
General Manager

**Chebeague Transportation Company**  
**ANNUAL PARKING PERMIT TERMS AND CONDITIONS**

1. Only registered vehicle owners may apply for a CTC annual parking permit and applications must be completed in full.
2. Applications for the Cousins Island lot (other than Weekday Worker permits) received after the due date (December 1, 2022) will be assigned a Route One parking space. Mailed applications must be postmarked by the due date. Delivered applications must be received by 4 PM on the due date at the Business Office at 16 North Road, Chebeague.
3. Each vehicle must have a separate application. Vehicles at the Cousins Island lot must be registered in the State of Maine.
4. Initial cash or check payment of at least \$500 must accompany each application (except customers where 5(b) applies). The remainder of the annual fee is due by March 31<sup>st</sup> of the following year. Payment by credit card must be made in full when the application is submitted. Applications submitted without the required amount will be returned to the applicant.
5. Delinquent Account Policies (Exceptions may be made on a case-by-case basis):
  - a. Finances charges will be assessed on all past due accounts beginning at 30 days. Customers with accounts (of any kind) greater than 30 days past due will not be issued an annual parking permit or allowed to use CTC barging services until outstanding invoice(s) are paid in full.
  - b. Customers who have not paid their annual parking fees in full by April 30th each year will not be allowed to defer any portion of the parking fee the following year.
  - c. Customers who have not paid their annual parking fees in full by May 31st each year will be considered to be a daily parking customer and subject to daily parking fees and/or towing.
  - d. Returned checks will be assessed a \$25.00 fee.
  - e. CTC may refuse to accept checks from customers who have two or more returned checks in a calendar year.
6. It is the responsibility of the parking permit holder to inform the CTC Business Office of any changes in vehicle.
7. "Loaner" vehicles must be approved by the Business Office and are approved only when the permitted vehicle is being repaired. Loaner vehicles that have not been approved are subject to daily parking fees, fines, and towing. "Loaner" vehicles must be identified by placing an authorized note with sticker number in the windshield.
8. Only customers with a Cousins Island Annual Parking Permit may park after 5:30 PM at the Cousins Island lot without prior approval of CTC management.
9. Customers with Cousins Island Annual Parking Permits may park at the Route One lot at any time for no additional charge. Customers with Route One Annual Parking Permits may park during the day at the Cousins Island lot at the published fee, on a space available basis.
10. Weekday Worker permits are valid Monday through Friday until 5:30PM at the Cousins Island lot with the exception of local lobstermen who may park earlier and later in the day. Weekend parking for Weekday Workers is allowed only on a space available basis. Weekday Worker permit holders can park at the Route One lot nights and weekends at no additional charge.
11. The Company may restrict times Weekday Worker permit holders may enter the lot from June 1<sup>st</sup> to October 31<sup>st</sup>.
12. Parking **permits must be permanently affixed to the lower driver's side portion of the windshield** where they are easily visible and may not be laminated or photocopied. Expired CTC parking permits **should** be removed from the windshield. If permits are not displayed in the proper location, the vehicle could be mistaken for a non-permitted parker and ticketed or towed.
13. Parking permits are not transferable except in the instance when the owner has obtained a different vehicle. In this case the old permit must be removed and returned to the Business Office so a new permit can be issued.
14. Parking permits are non-refundable.
15. Only spouses/partners and children who live with the permit holder or are age 21 or younger qualify to purchase or use the Resident/Parking Permit holder ferry ticket.
16. Persons who leave keys with CTC parking attendants or other staff do so at their own risk and indemnify and hold CTC harmless from all liability, including liability for damage or injury due to theft, vandalism, natural disasters, or from other causes.
17. Customers using CTC parking facilities agree to conform to the Company's rules regarding parking polices and designated parking spaces.
18. Persons using any of CTC's parking facilities do so at their own risk and indemnify and hold CTC harmless from all liability, including liability for damage or injury due to theft, vandalism, natural disasters, or from other causes. Any damages, accidents, or injuries should be reported to CTC Business Office immediately
19. Violation of CTC Parking Terms and Conditions may result in suspension of parking privileges.

**By signing the Annual Parking Permit Application, the vehicle owner agrees to abide by the Terms and Conditions in this document.**