



**Police Records Division**  
450 E 11 Mile Royal Oak,  
MI 48067 248.246.3530

**CITY OF ROYAL OAK  
SNOW EMERGENCY ORDINANCE  
PUBLIC ANNOUNCEMENT**

The City of Royal Oak **SNOW EMERGENCY ORDINANCE** requires all parked vehicles removed from public streets. Vehicles not removed will be subject to a citation and / or impoundment by the Police Department. The Police Department will make such declaration and public information will be available through local media outlets as well as by calling **248-246-3442** for a recorded telephone message.

The success of a snow removal operation, while sometimes inconvenient, is a community effort. Removing vehicles from the streets allows snowplows to move unimpeded through the city. This reduces the time it takes to complete the plowing which restores safe, drivable conditions in the community sooner.

After your street has been plowed it is immediately and automatically excluded from the Snow Emergency Parking Ban.

Persons residing in homes without driveways may apply for a "SNOW EMERGENCY PARKING EXEMPTION PERMIT". This permit allows the owner/lessee of the vehicle for which the permit is issued to park only in front of his/her residence during the snow emergency.

**The application fee is non-refundable and will take a minimum of 24-48 hours to process.** Applications can be obtained from the City's website, [www.romi.gov](http://www.romi.gov) and the Records Bureau of the Royal Oak Police Department, 450 E 11 Mile. All City ordinances are available on the City's website.

Records Bureau hours are: Monday through Thursday from 8:00 AM to 4:00 PM. Applicants are required to show proof of residence and must provide a current vehicle registration for the vehicle to be exempted.



PERMIT # \_\_\_\_\_

Approval by \_\_\_\_\_ (TS)

Approval by \_\_\_\_\_ Records

## APPLICATION FOR SNOW EMERGENCY ORDINANCE PARKING EXEMPTION PERMIT

Code of the City of Royal Oak, Chapter 625

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER: \_\_\_\_\_

LICENSE PLATE NUMBER: \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_

IF VEHICLE IS LEASED OR OWNED BY EMPLOYER PLEASE PROVIDE:

LEASING COMPANY \_\_\_\_\_

OR

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

COPY OF LEASE PROVIDED FOR REVIEW \_\_\_\_\_

REASON FOR REQUESTING PARKING EXEMPTION PERMIT: \_\_\_\_\_

IF YOU HAVE A DRIVEWAY OR HAVE MORE VEHICLES THAN YOUR OFF STREET  
PARKING ALLOWS YOU ARE NOT ELIGIBLE FOR AN EXEMPTION PERMIT

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### **INCLUDE PHOTOCOPY OF DRIVER'S LICENSE & VEHICLE REGISTRATION**

**PERMIT MUST BE CLEARLY DISPLAYED AFFIXED TO DRIVER'S SIDE DOOR WINDOW DURING  
SNOW EMERGENCY**

**EXEMPT VEHICLES MUST BE PARKED IN FRONT OF THE APPROVED RESIDENCE**

- Applications are available at [www.romi.gov](http://www.romi.gov) or the Royal Oak Police Records Bureau.
- Return application, fee, & photocopies to: Royal Oak Police Dept. – Records, 450 E 11 Mile, Royal Oak, MI 48067
- Hours: Mon.-Thurs. 8:00 a.m. - 4:00 p.m.
- Cash or Check (Payable to the City of Royal Oak).
- **Applications will take a minimum of 24-48 hours to process.**

Non-refundable \$25 Fee Paid to Police Records \_\_\_\_\_

Date

Cash

Check #

Initials