

**BOARD OF SELECTMEN  
TOWN OF FOXBOROUGH  
MASSACHUSETTS**

Foxborough Town Hall ♦ 40 South Street ♦ Foxborough, MA 02035  
Telephone 508-543-1219 Fax 508-543-6278

**COMMERCIAL PARKING LICENSE APPLICATION**

License is valid from July 1st through June 30th

Lot # \_\_\_\_\_

Fee: \$7.00 Per Space  
\$3.50 Per Space – Charity Lots Only

Spaces \_\_\_\_\_

Fee \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_, 20\_\_\_\_

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto

\_\_\_\_\_  
Corporate, Firm or Personal Name of Commercial Parking Lot

\_\_\_\_\_  
Doing Business As

\_\_\_\_\_  
Address of Commercial Parking Lot

NAME OF OWNER(S) OR LEGALLY RESPONSIBLE PERSON(S) OF PARKING LOT

NAME OF CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

COMMERCIAL PARKING LICENSES IN THE TOWN OF FOXBOROUGH ARE ISSUED IN ACCORDANCE WITH THE RULES AND REGULATIONS MADE UNDER AUTHORITY OF SAID STATUTES.

I certify under the penalties of perjury that I, to my best knowledge and belief have filed all state tax returns and paid all state and local taxes required under law.

\_\_\_\_\_  
\*Signature of Individual or Corporate Name – MANDATORY

\_\_\_\_\_  
Signature of Corporate Officer  
MANDATORY, IF APPLICABLE

\_\_\_\_\_  
\*\*Soc. Security # (Voluntary) or Federal ID Number

\* This license will not be issued unless this certification clause is signed by the applicant

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c62C s49A.

\_\_\_\_\_  
Signature of Applicant

**PLEASE NOTE - ONE 10 LB. ABC MULTI-PURPOSE FIRE EXTINGUISHER (OR 2 FIRE EXTINGUISHERS FOR LOTS WITH OVER 500 SPACES) AND A FIRST AID KIT ARE REQUIRED TO BE ON THE PREMISES OF ALL PARKING LOTS AND MUST BE INSPECTED BY THE FIRE DEPARTMENT BEFORE A PARKING LICENSE IS ISSUED.**

# LICENSING PROCEDURE AND REGULATIONS FOR COMMERCIAL PARKING

1. Application for a license may be made to the Board of Selectmen by May 1st in order to allow for a 60 day review period. Licenses will be effective from July 1 to June 30. All requirements that have been set forth must have been met, including the payment of the license fee. Also, a plan by a Registered Surveyor or Professional Engineer must be submitted with the original application showing the number of spaces available for a parking fee and the layout of the same; and when changes are made to the original plan.
2. The Board of Selectmen may issue a license under such terms and conditions as they deem appropriate which will protect the public convenience or welfare including any condition which will promote the orderly access and egress of vehicles from a commercial parking lot to the public way or which will reduce hazards to pedestrians within the parking lot or upon the public way.
3. Before granting a commercial parking lot license, the Board of Selectmen may find the following:
  - a. There exists a public demand for the commercial parking lot.
  - b. The commercial parking lot is necessary to protect the public convenience or welfare.
  - c. A commercial parking lot which will be utilized for Stadium events is necessary to assure an adequate number of parking spaces for Stadium events.
4. Licensing fees paid to the Town of Foxborough shall be set per parking space per annum, to be paid by July 1st of each year. Licensing fees shall be reviewed annually.
5. These regulations shall apply to all parking lots within the boundaries of the Town of Foxborough. For purposes of these regulations a parking lot shall be defined as any space paved or unpaved which is used at any time for the business of conducting or maintaining the parking of vehicles in compliance with the Town's Bylaws.
6. Each licensed lot must maintain a live exit available to every vehicle parked on the lot, no vehicle to be blocked in for any reason. Any vehicle on the premises of the licensee that is towed shall be towed at the expense of the licensee.
7. All parking lots, utilized for Stadium events, shall not open prior to to the time designated on the event license unless authorized by the Police Chief. All parking lots shall close within the designated time on the license after a licensed event, unless otherwise directed by the Chief of Police. The foregoing provision shall not apply to lots being used for other non-Stadium event purposes.

8. An attendant shall be on duty on the day of the event no later than one hour prior to the lot opening time, during the event, and until the lot closes at the conclusion of the event.

The parking lot manager shall have in his/her possession, a copy of the Parking Lot Rules & Regulations during all hours when the parking lot is opened for business in accordance with the Commercial Parking Lot Rules as set forth by the Board of Selectmen. The lot attendant should be familiar with said regulations and ensure compliance.

9. The Police Chief, at his discretion, may require a Police Officer to be on duty at a parking lot, said officer to be paid by the licensee through the Town of Foxborough. The hours of duty will be set by the Chief of Police.

**10A Sufficient police officers shall be assigned to the bus parking area to provide safety, assist in the implementation and enforcement of rules adopted and to enforce the provisions of Chapter 111B.**

**10B A licensed lot must have adequate lighting sufficient for the safety of patrons.**

11. All licensed lots that have a capacity of up to 500 cars shall have on the premises at all times of operation at least one (1) 10 lb. ABC fire extinguisher. All such lots where more than 500 cars are parked shall be required to have two (2) fire extinguishers (10 lb. ABC) on the premises at all times of operation. First aid kits, approved by the Fire Chief, shall also be on the premises of all licensed lots at all times.

12. Licensed Commercial Parking Lots shall be equipped with minimum portable toilet facilities based upon the number of licensed parking spaces. The Board of Health, pursuant to their authority under M.G.L. 111, Section 31 and regulations adopted on August 9, 2004, shall determine where the portable toilets are to be placed in parking facilities (lots).

There shall be one (1) portable toilet per 100 parking spaces.

13. Backing onto a street or road shall be strictly prohibited. **Each Licensed Lot shall have sidewalk access for safe pedestrian movement.**

14. Any person or licensee who violates any provision of these regulations shall be subject to criminal prosecution and/or shall be punished by a fine of not more than \$100.00 per violation, per day. The second day of any such violation shall constitute a separate offense and may result in the revocation or suspension of the license as provided below. Without limitation of other enforcement procedures available to the Town, the provisions of these regulations may also be enforced pursuant to M.G. L. c. 40, § 21D and Article 8, Section 5 of the

Revised General By-laws of the Town of Foxborough, as well as pursuant to G.L. c. 148, § 56.

It shall be considered a violation of these regulations for **any person to park vehicles for a fee in a parking lot, a public way or any private property without a license issued by the Board of Selectmen. Each day or portion thereof during which the violation continues shall constitute a separate offense and each vehicle shall constitute a separate offense.**

Upon notice to the Board of Selectmen that a second violation of any provisions of these regulations has occurred during the annual term of any license, the Board shall so notify the licensee in question and shall upon seven (7) days notice conduct a public hearing to determine whether to revoke the license of said licensee. The Board may, following such public hearing, in addition to the other remedies provided herein and by law, order the revocation of any license issued pursuant to these regulations and/or G.L. c148, § 56.

In enforcing these regulations, the Board of Selectmen shall be acting pursuant to its general licensing authority under Article 2 Section 2 of the Revised General By-laws of the Town of Foxborough, and/or its authority under the General Laws including Chapter 40, § 56 and any other applicable statute, by-law or regulation.

15. All parking facilities must be cleaned and refuse removed within twenty four (24) hours after any event at the Stadium (weather dependent). A performance guarantee, either a certified check or bank check, made payable to the Town of Foxborough, according to the following scale, must be paid at the time of application for the license:

15	to	150	spaces	-	\$100.00
151	to	500	spaces	-	\$250.00
501	and	over		-	\$500.00

16. "NO OPEN FIRES ALLOWED" shall be indicated on signs with two inch letters. The number of signs and the locations are to be determined by the Fire Chief. **All fires must be contained within a suitable and appropriate fire burning device and must be moveable in the event of an emergency. All fires and/or grills shall not be left unattended. Used charcoal briquettes and/or other burning material must be disposed of properly( not left on parking surface to burn out).**
17. Rubbish barrels or receptacles shall be placed at various convenient locations in each parking facility.
18. All licensed parking lots will have hanging and or posted at its entrance a sign measuring 2' X 2' (white background with black numerals) displaying the number assigned by the Fire Chief. Signs must be up three (3) hours before the event, during the event and **until the time the lots close at the conclusion of the event.**

19. By accepting a parking license, the lot operator agrees to open their lot for every event at Gillette Stadium over 30,000 fans unless the Foxborough Police Chief permits the lot operator to close on a particular event. The Police Chief may grant such permission at any time up to including the day of the event All Commercial Parking lot operators shall notify the Police Chief at least one week in advance of any scheduled Gillette Stadium event **if their parking lot will not be open for parking.** In case of public safety situations, the Police Chief, at his discretion, may open/close parking lots without liability to the Police Chief or to the Town.
20. All vehicles shall be parked in accordance with parking lot plans on file with the Town of Foxborough.
21. These regulations may be enforced by the Chief of the Fire Department and/or his designee, the Chief of the Police Department and or/or his designee, the Foxborough Building Commissioner, and/or the Board of Selectmen. On Licensed Event Day(s), the Chief of Police/Fire Chief shall implement any changes necessary to these regulations in the interest of public safety.
22. **All lots will open at the same time.**

**(General Laws, Chapter 148, Section 56, originally adopted by vote under Article 20 of the Warrant for the 1972 Annual Town Meeting)**

**Regulations amended by the Board of Selectmen on the following dates:**

**Amended - May 17, 1994**

**Amended - May 22, 1996**

**Amended - June 3, 2003**

**Amended # 17 on April 12, 2005**

**Amended #10 on March 29, 2011**

**Amended – April 29, 2014**