



OAKVILLE

PROPERTY OWNER AUTHORIZATION FOR PRIVATE PROPERTY PARKING ENFORCEMENT

This form is required to be completed by the owner of private property where municipal law enforcement officers appointed by the Town of Oakville will enforce parking on their property.

Multiple addresses may be included on the same form as long as the properties have the same owner, and enforcement is provided by the same property management company or private property enforcement company. This form is also required if the owner of a commercial property or a condominium board designates a person(s) to enforce parking, and that person(s) is appointed as a municipal law enforcement officer by the Town of Oakville.

This form must be submitted before Municipal Enforcement Services will review applications for the appointment of municipal law enforcement officers to enforce parking on your private property.

NOTE:

- The boundaries of the property must be clearly defined if the property owner wishes to have unauthorized vehicles towed from the property; and
- Signage is required before parking may be enforced on private property. See the signage guidelines included with this authorization form.

Property owners must sign and date the application form and submit it to parking@oakville.ca

If you have questions, please contact parking@oakville.ca



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For Private Property Parking Enforcement**

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I _____ own the property/properties listed in Section A below
(property owner's name)

and wish to have parking enforced on these properties.

Choose the authorization that applies:

I hereby authorize the following property management company to manage parking enforcement on my behalf at the property/properties listed in Section A and assign municipal law enforcement officers appointed by the Town of Oakville to enforce parking:

Company Name: _____

Name of Company Representative: _____

Company Representative's Email: _____

I hereby authorize the following private parking enforcement company to manage parking enforcement on my behalf at the property/properties listed in Section A and assign municipal law enforcement officers appointed by the Town of Oakville to enforce parking:

Company Name: _____

Name of Company Representative: _____

Company Representative's Email: _____

I hereby confirm that parking enforcement on the property/properties listed in Section A will be undertaken by municipal law enforcement officers that I have designated and who are appointed by the Town of Oakville.



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A. Municipal Address(es) on Which Parking Enforcement is to be Conducted (attach additional form if required)

Residential or Commercial	Property Name	Property Address

B. Property Owner Information

Property Owner Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Name of Company Representative: _____ Title: _____

Business Phone #: _____ Extension: _____ Email Address: _____

C. How is the Property Boundary Defined?

- Curbs along entirety of the property line
- Grass, plantings
- Fences
- Other:

The property boundary is not defined



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D. Indemnification and Save Harmless Covenant

“In signing this form the Property Owner hereby agrees to indemnify and save harmless the Town of Oakville from any and all manner of claims, damages, loss, costs, charges or orders whatsoever, occasioned to, or suffered by, or imposed upon the Town, either directly or indirectly, in respect of any manner or thing in consequence of, or in connection with or arising out of parking enforcement on the private properties listed in Section A above which the Property Owner warrants s/he/it owns or out of any operation connected therewith or in respect of any accident, damage or injury to any person (including the property owner) animal or thing by, from, or on account of the parking enforcement, notwithstanding the fact that the same may have been approved by the Town, its servants or agents. For the purpose of clarity it is agreed and understood by the Property Owner that the intention of this Covenant is to fully indemnify and save harmless the Town from all liability with respect to the appointment of Municipal Enforcement Officers and parking enforcement by them. Any liability is fully to the account of the Property Owner ”

Property Owner’s Signature:

Name (if Person):

Property Owner Signature:

Witness Signature:

Name (if Corporation):

Signing Officer Signature:

I/We have authority to bind the Corporation

Address:

Date:

FOR OFFICE USE ONLY

Date Received:

Signage Inspection Completed Yes No Date:

Personal information on this form is collected for the purpose of authorizing the enforcement of the Town of Oakville’s Private Property Parking Offences By-law 1981-65 and EV Charging Station By-law 2020-084 on private property and under the authority of section 11(1) of the Municipal Act, 2001, SO 2001, C. 25, as amended. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone 905-845-6601.



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SIGNAGE/APPLICATION GUIDELINES

Authorized Parking Sign Format

- Signage wording – see sample below
- Signs must be legible and professionally made
- Lettering must be in a contrasting colour to the sign's background
- Sign must be made of durable material and able to withstand wind gusts, sunlight and other weather conditions
- Sign must be made of reflective material if the applicable parking rules apply at night
- Recommended measurement for the sign: 18" wide x 24" high

NOTE:

If towing will be used on the private property, signs must include:

1. an "authorized parking only" statement;
2. the "tow away" graphic;
3. a statement that unauthorized vehicles may be tagged and/or towed at the vehicle owner's expense;
4. the name and telephone number of the owner of the property or employee, agent or contractor of the owner of the property; and
5. the applicable Town by-law number and By-law 2024-187.

The sign may also contain a statement that parking is restricted to a specific time, time of day or specified days of the week.

Existing towing-related signage on private property is not required to comply with the five criteria listed above (the "authorized parking only" statement, tow-away graphic, etc.) until December 31, 2027. However, signage must be placed at all public entrances and throughout the property to ensure adequate visibility.

Private properties without existing towing signage but where towing will be used, must install signage that complies with the By-law by February 28, 2025.

Private property owners should consult By-law 2024-187 to ensure they are familiar with signage requirements.

Location of Private Property Sign(s)

- Signs must be installed at a sufficient height from ground level so as to be easily viewed by motorists entering or parking on the property.
- Signs must be installed:



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- at all public entrances to the property, facing towards the street; and
- within the interior of the property facing inward toward the property.
- Perimeter signs placed on the edges of the property must face inward toward the property.
- Signs must be angled to face the direction of traffic entering the property so that any driver using the premises is able to read the sign upon entering. Wall mounted signs do not have to be angled.
- Signs do not have to be installed at signed fire routes.

Application Process

Document Procedure:

- Submit this form to parking@oakville.ca
- Once signs are posted, request an inspection of the property/signage by contacting Service Oakville.
- Enforcement staff will:
 - Inspect the property/signage.
 - Contact you with the inspection results.
 - General information contact number is 905-845-6601.
- this Property Owner Authorization is valid for 2 years.

Sample Sign for Towing: {If towing will not be used on the property, contact parking@oakville.ca for alternate signage}

