

Date: [Insert Date]

To: All Residents and Property Owners

From: [Management Name/City Department]

Subject: Winter Parking Regulations and Snow Removal Policy

Dear Resident,

As the winter season approaches, we are writing to inform you of the parking regulations and snow removal policies that will be in effect from [Start Date] to [End Date]. These rules are designed to ensure that emergency vehicles and snowplows can navigate streets safely and efficiently.

Parking Restrictions:

- **Overnight Parking:** No vehicle shall be parked on any public street between the hours of [Start Time] and [End Time].
- **Snow Emergency:** In the event of a declared snow emergency (accumulation of [Number] inches or more), all vehicles must be removed from the streets immediately until plowing is complete.
- **Alternative Parking:** Residents are encouraged to use driveways or designated municipal lots located at [Insert Location].

Snow Removal Policy:

- **Sidewalks:** Residents are responsible for clearing snow and ice from sidewalks adjacent to their property within [Number] hours after a snowfall ends.
- **Street Plowing:** City/Property crews will prioritize main arteries and emergency routes first, followed by residential side streets and cul-de-sacs.
- **Prohibited Actions:** It is illegal to shovel, blow, or plow snow from private driveways onto public roadways.

Enforcement:

Vehicles found in violation of these regulations may be subject to fines, towing at the owner's expense, or both. Please ensure all guests and visitors are aware of these policies.

We appreciate your cooperation in keeping our community safe this winter. If you have any questions, please contact [Insert Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Title/Organization Name]