

CITY OF MOUNTAIN VIEW

PUBLIC WORKS DEPARTMENT

**EXISTING RESIDENTIAL PARKING PERMIT PROGRAMS  
RESEARCH REPORT**

**DECEMBER 2014**

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## 1. SUMMARY

A parking study of the downtown (Study) was conducted in 2011 by Wilbur Smith. Based on the study, staff prepared a work plan primarily focusing on the downtown commercial core. There were aspects of the work plan that touched upon some of the neighborhood concerns. The work plan included Parking Enforcement, Managing Parking Locations, Pricing Program, etc. Part of the Pricing Program included discussion of a Residential Parking Permit Program (RPP) that could be implemented in the neighborhoods surrounding downtown and other residential neighborhoods throughout the City. The work plan was discussed and approved by the City Council in its meeting of November 8, 2011.

This RPP Research Report (Report) responds to Council direction and includes the different elements common to many residential parking permit programs. The California Vehicle Code (CVC) Section 22507 allows local authorities to establish RPP by passage of an ordinance or resolution.

A review of several cities who have implemented RPP shows that major elements of implementing an RPP are similar in nature and they are as follows:

- a. A petition signed by majority of the households (51 percent to 67 percent) in support of an RPP is required to initiate the RPP process.
- b. Each household is allowed one vote.
- c. Petition should include source and extent of the parking problem, days of week and times when the problems exist, area for RPP designation, etc.
- d. Upon receipt of the petition, staff conducts a parking survey.
- e. Parking survey must show a substantial parking problem exists within the proposed RPP area (zone), i.e., a minimum of 75 percent to 80 percent of the parking spaces are occupied during certain times of the day.
- f. The proposed parking zone should be a minimum of six blocks or more, with the exception of a few cities who implement RPP on a block-by-block basis.
- g. Once the above criteria are met, staff conducts a (1) neighborhood meeting and (2) neighborhood surveys to determine continued minimum neighborhood support.
- h. Following the above, either staff, City Council, a board, or a commission discusses the staff recommendation and approves the RPP implementation.

- i. Generally, the RPP zone is signed by time-limited parking signs, such as “Two-Hour Parking Except Permits,” or “No Parking Except Permit,” during certain days and times of the week.
- j. Cities sell annual sticker-type residential permits, hanger-type guest permits, and day passes for special events to households. The number of permits is generally limited per household.
- k. Permits are generally sold at a cost (of the cities surveyed for RPP, San Mateo issues free permits).
- l. Obtaining parking permits is generally optional and not mandatory.
- m. Permits are issued subject to residents filing an application to obtain permit(s) with proof of residency and current vehicle registration.
- n. Annual residential permits are not transferrable.
- o. Permit fees vary from city to city. Most cities subsidize the RPP and a few cities try to make it self-sustaining.
- p. Permit holders displaying a valid permit in a proper manner are exempt from posted parking limits.
- q. The program does not guarantee or assign specific on-street parking spaces for permit holders or their visitors.
- r. Permit holders are required to park in the same zone for which the permit is issued for, and some cities limit it to within two to three blocks of resident address.
- s. Most permits are not issued to those with outstanding parking citations unless the citations are cleared.
- t. Some cities issue permits to commuters if on-street parking spaces are available and if the neighborhood concurs with such issuance of permits, but charge higher fees for commuter parking permits.
- u. Most cities would sell a permit to a business if the business is located within the RPP zone, but charge higher fees.

- v. Permit holders are not exempt from normal parking rules and regulations, such as they are not allowed to park in special zones, including red zones, blue zones, etc.
- w. Emergency vehicles, commercial vehicles actively loading and unloading freight, and utility vehicles actively working in the neighborhood are exempt from the RPP rules.
- x. Most cities impose penalties for fraudulent use of permits, furnishing false information to obtain permits, selling permits to others, etc.
- y. Most cities consider removal (opt out) of a block(s) from RPP zone, or the entire RPP zone, upon receipt of a petition in support of removal signed by the same percentage (51 percent to 67 percent) of the households as is required for considering implementation of an RPP zone.
- z. Those block(s) or zone(s) qualified to opt out of the program are not allowed to rejoin the program, generally, for a period of two years.

## 2. **BACKGROUND**

A parking study of the downtown (Study) was conducted in 2011 by Wilbur Smith (Consultant). The Study inventoried all City-controlled off-street and on-street parking within an area bounded by West Evelyn Avenue, South Shoreline Boulevard, El Camino Real West, and Calderon Avenue. The Study area included the downtown commercial core as well as the surrounding residential neighborhoods. It included inventory and parking utilization data, future parking demand, financial analysis, community input, and best parking management practices.

The Study was comprehensive in terms of evaluating and analyzing parking in both the commercial core and the surrounding residential neighborhood. Thus, staff prepared a work plan that primarily focused on the commercial core. However, there were aspects of the work plan that touched upon some of the neighborhood concerns identified by the Consultant, the Downtown Committee, and input from the Old Mountain View Neighborhood Association. The work plan included Parking Enforcement, Managing Parking Locations, Parking Maintenance and Assessment District, Downtown Precise Plan, Extending Parking Supply and Pricing Program, etc. The work plan was discussed and approved by the City Council in its meeting of November 8, 2011.

Part of the Pricing Program included discussion of a Residential Parking Permit Program (RPP) that could be implemented in the neighborhoods surrounding

downtown and other residential neighborhoods throughout the City. Parking data gathered as part of the Study and input received from residential areas surrounding downtown indicated that downtown and commuter spillover parking are a significant issue in the neighborhoods and an RPP is a potential mechanism to address these concerns. Similar concerns about student parking spillover in a neighborhood close to Mountain View High School and other areas have been raised by members of the public in the past.

RPP is a commonly used parking management tool used to give the residents of an area priority use of on-street parking in their neighborhood. RPP is typically implemented for neighborhoods impacted by overflow parking from schools, retail, commercial, business districts, transit stations, etc., for limiting parking spillover impacts in residential neighborhoods.

This RPP Research Report (Report) responds to Council direction and includes the different elements common to many residential parking permit programs, including comparing the approaches of a number of cities where such programs are in use, practices and procedures, data collection, community involvement requirements, and list of issues that may have to be resolved during implementation of RPP, including cost of permits, enforcement, etc. The purpose of the Report is to have enough information and provide a framework that will help facilitate City Council discussion and direction to staff.

### 3. PURPOSE AND INTENT OF RPP

The purpose and intent of the RPP is to:

1. Minimize adverse levels of commuter or nonresident parking along street segments within residential areas.
2. Protect neighborhoods from polluted air, excessive noise, trash, and refuse caused by the entry and exit of commuter vehicles.
3. Protect the residents from unreasonable burdens in finding parking near their homes and gaining access to their residence.
4. Promote traffic safety and the peace, good order, comfort, convenience, and general welfare of the residents.
5. Preserve a neighborhood's quality of life by ensuring adequate parking for neighborhood residents.



6. Issue a certain number of parking permits for residential units that are dependent upon on-street parking, where there are identified parking spillover problems and residents and/or their guests cannot find on-street parking
7. Restricting parking through time, price, and permits makes sustainable modes of transportation like transit, walking, and bicycling more attractive to downtown visitors and employees. Many commuters may reevaluate their transportation choices. Faced with parking restrictions, many may continue to drive, while others may consider alternative modes of transportation.
8. Provide some reasonable parking for both short-term parking for visitors to the area, and to the residents displaying residential permits, but not assign or guarantee parking spaces for permit holders or visitors and guests.
9. Regulate parking within a designated RPP area in the least restrictive manner that best minimizes the documented spillover parking problem.
10. Require vehicles parked during restricted hours to properly display a valid parking permit issued by the City, even if the vehicle is owned by a resident, or be subject to citation.
11. Residential parking permits shall be subject to all other parking restrictions, i.e., the permit holders will not be able to park in yellow, green, red, and blue zones as well as other restricted parking areas outside of the neighborhood for which the permit is issued.

#### 4. **RPP PRINCIPALS**

- The program does not guarantee or assign specific on-street parking spaces for permit holders or their visitors.
- The program allows permit holders to park on any street within the same RPP area, but no other RPP area in the City.
- Vehicles parked beyond the restricted hours (generally two hours) are subject to citation if they do not properly display a valid parking permit, even if the parked vehicles belong to area residents.

## 5. RPP ISSUES

There are several issues related to establishing an RPP that have been experienced by the cities who have established such programs, and some of them are listed below.

*Staffing/Financial Consideration:* Depending upon the format that would be used for an RPP, it is likely that additional staff may be required in the police department for enforcement purposes and handling enforcement-related complaints; in the finance department for collection of fees, fines, and issuance of permits; and in the public works department for developing, managing, and administering the program. In addition, costs associated with the required installation and maintenance of signs, printing of permit stickers, guest hangers, and one-day passes would need to be considered.

*The Parking Spillover:* Spillover of parking from blocks that have RPP to those that do not have RPP is a substantial issue and it creates conflict between neighborhoods. Most cities require the proposed area to be large enough to minimize pushing parking from one area to the other. This is difficult because it is not practical to predict where the displaced parkers will go. Some may turn to other modes of transportation and some may continue to park. Employees of businesses that are underparked or cannot afford to purchase available permits will walk further through the same neighborhood to get to their vehicle parked on adjacent streets. Not all blocks will want an RPP due to inconvenience and cost, especially the blocks where no parking problem exists at present, but may need to be included in the large area to minimize spillover issues.

*Controversy:* At best, implementation of RPP could be controversial for several reasons. However, many cities have made compromises and implemented RPPs. Visitors that utilize the on-street parking have issues with being excluded from parking in those areas or restricted to time limits and possible citations for parking beyond time limits. Business owners have issues when RPP areas are established near their businesses because employees and customers may not have other options for parking. Many residents believe that they should not have to pay to park in front of their own homes, and may feel that the City is using this program to raise revenues.

*Signs:* Some cities have experienced issues with installation of signs. According to Caltrans guidelines for signs restricting or regulating parking, signs must be located on the driver's right-hand side of the street and be clearly visible to anyone parking in the area. Generally, signs should be

installed approximately 200' to 250' apart. If the signs are not clearly visible, enforcement becomes increasingly more difficult. Given the number of signs per block, aesthetics could become an issue.

## 6. AUTHORITY TO ESTABLISH RPP AND LIMITATIONS

The California Vehicle Code (CVC), Section 22507, allows local authorities to establish RPP by passage of an ordinance or resolution as follows:

(a) Local authorities may, by ordinance or resolution, prohibit or restrict the stopping, parking, or standing of vehicles, including, but not limited to, vehicles that are six feet or more in height (including any load thereon) within 100 feet of any intersection, on certain streets or highways, or portions thereof, during all or certain hours of the day. The ordinance or resolution may include a designation of certain streets upon which preferential parking privileges are given to residents and merchants adjacent to the streets for their use and the use of their guests, under which the residents and merchants may be issued a permit or permits that exempt them from the prohibition or restriction of the ordinance or resolution. With the exception of alleys, the ordinance or resolution shall not apply until signs or markings giving adequate notice thereof have been placed. A local ordinance or resolution adopted pursuant to this section may contain provisions that are reasonable and necessary to ensure the effectiveness of a preferential parking program.

(b) An ordinance or resolution adopted under this section may also authorize preferential parking permits for members of organizations, professions, or other designated groups, including, but not limited to, school personnel, to park on specified streets if the local authority determines that the use of the permits will not adversely affect parking conditions for residents and merchants in the area.

The CVC Section 22507 clearly outlines the authorization of local authorities to implement RPP. However, there are restrictions to this ability. For example, CVC Section 22511.5(a)(1) exempts motorists displaying a physically challenged placard from all RPP restrictions. Similarly, vehicles owned by government agencies, utility companies, and emergency vehicles such as police and fire, while used in the course of business, are also exempt.

## 7. RPP HISTORY IN MOUNTAIN VIEW

This year in July, Council approved a one (1) year Pilot Residential Parking Permit Program (Pilot RPP) in the residential neighborhoods surrounding the downtown commercial core and Transit Center. Council approved the Pilot RPP in response to community concerns about spillover parking due to Levi's Stadium special events. Levi's Stadium opened in August 2014, with 17 events scheduled at the stadium from August 2014 through April 2015. The Pilot RPP is valid and effective on only the 17 event days. The goal of the Pilot Program is to protect the downtown area from being inundated with cars of stadium visitors using VTA Light Rail to travel to the stadium and ensure that on-street parking in the neighborhoods remains available for residents. The key elements of the Pilot Program are as follows:

- a. Parking will be restricted to three hours from 8:00 a.m. to 10:00 p.m. on the 17 stadium event days in the greater downtown neighborhood, from Evelyn Avenue to the north, Calderon Avenue to the east, El Camino Real West to the south, and Shoreline Boulevard to the west, as well as in the Willowgate Street neighborhood, and Jackson Street neighborhood.
- b. Prior to first stadium event day, approximately 200 permanent three-hour parking signs, including event dates, would be installed in the neighborhoods.
- c. Each household and business within the defined neighborhoods would be mailed two parking permits for all-day parking at no cost.
- d. The Police Department will enforce the three-hour limit and those properly displaying the parking permit issued by the City would be exempt from the three-hour parking limit.
- e. If a resident or business requires additional permits, they would need to come to City Hall with proof of residence or business, and a justifiable reason why they need more permits.

In addition to the Pilot RPP, Council also approved Pilot Paid Parking Program within the downtown commercial core area to address the anticipated parking impacts on stadium event days as follows:

- a. Parking will be restricted to three hours from 5:00 p.m. to 10:00 p.m. on weekday events in 11 downtown parking lots and structures.
- b. Parking will be restricted to three hours from 8:00 a.m. to 10:00 p.m. on weekend events in 11 downtown parking lots and structures.
- c. Castro Street would maintain existing one-hour time restriction on stadium event days.
- d. All day paid parking will be available in Downtown Parking Structure No. 1, and Lots 4, 8, and 9. Price will depend upon what Caltrain chooses to charge in the Transit Center parking lot.
- e. The Police Department would enforce the time limit parking zones and cite vehicles exceeding the posted time limits.

- f. Permits would be provided to Farmer's Market vendors to park over the three-hour parking limit in Parking Structure No. 3.
- g. The Downtown Parking District permits would also be valid.

## 8. RPP PRACTICES FROM OTHER CITIES

RPP is used in a variety of different contexts, but all related to minimize the impacts of spillover parking into residential neighborhoods and facilitate resident parking on the streets. Staff conducted an online search of many cities and talked to some cities regarding residential parking permit programs. While the procedures adopted by the various cities are very similar, the cost of permits vary substantially, from cities issuing free permits to recovering partial or full cost of administration, enforcement, installation, and maintenance of signs, printing and issuance of permits, handling complaints and resolving issues, etc.

Cities such as Palo Alto, Berkeley, Santa Clara, and Santa Cruz use RPP in neighborhoods around major universities where students and university employees often park on residential streets. Cities like Cupertino and Redwood City have established RPP around community colleges and high schools and elementary schools. The cities of Davis and Berkeley have created RPP to address parking problems associated with train and transit commuters. Palo Alto is currently considering establishing process and evaluation criteria necessary for establishment of RPP on a citywide basis. In many cities, including Tucson, Arizona and Pittsburgh, Pennsylvania, RPP was started in the 1980's, and since then has grown to 15 RPP areas in Tucson, and 32 RPP areas in Pittsburgh. A summary of some of the RPP programs from the nearby cities are outlined below.

### **City of Berkeley**

#### 1. *Designation and Modification of an RPP Zone*

The City of Berkeley requires a petition signed by at least 51 percent of the households within the proposed zone, and staff follows up with a parking survey of the zone. The survey must show 80 percent of the block fronts to be residentially zoned and, at a minimum, 75 percent of all the parking spaces must be occupied during any two-hour period between 10:00 a.m. and 4:00 p.m. City council may also initiate designating an area as an RPP zone, meeting the residential density and parking occupancy criteria mentioned above.

The city may exclude blocks from a designated RPP zone if a petition carrying at least 51 percent signatures by the area residents is received by the city requesting removal.

New RPP zones and any changes to it are established by a council resolution.

2. *Enforcement*

Enforcement is generally provided Monday through Friday between the hours of 8:00 a.m. and 7:00 p.m., except five zones which are enforced Monday through Saturday. Day-to-day enforcement is challenging due to staffing levels.

3. *RPP Zone*

Berkeley has 14 zones ranging in size from less than 10 square blocks to more than 50 square blocks.

4. *Residential Permits*

Photo ID and vehicle registration are required showing current address for issuance of permit, and if the applicant is not the registered owner, he or she must provide a letter from the owner indicating permission to use the vehicle. The cost of the annual permit is \$45 per permit. The vehicles may not have outstanding parking citations over 21 days to obtain a permit.

Cost to replace a lost permit is \$34 and \$18 for damaged permit if the damaged permit is returned. Permits are valid only for the zone they are issued for.

5. *Guest and Visitor Permits*

Residents could purchase 20 one-day visitor permits per year at \$2.25 per permit and up to three 14-day visitor permits per year at \$23 per permit (valid for 14 consecutive days). These permits may be purchased no more than three weeks in advance of use and the resident must furnish the license plate of the vehicle that will use them.

6. *Merchant/Commuters Permits*

Merchants with a business in the RPP zone could buy one permit at \$125. Commuters could buy one permit at \$125, subject to residents' consensus to allow such sale to commuters.

7. *Funding and Resources*

- a. City issues approximately 14,000 permits.
- b. The Program is supposed to be cost neutral, i.e., it is not supported by the General Fund.

**City of Los Gatos**

1. *Designation and Modification of an RPP Zone*

- a. City requires a petition signed by at least 50 percent of the households in support to begin the RPP process.
- b. Petition must include specific problem, times when the problem occurs, suggested relief, etc.
- c. Staff follows up with parking study, and if staff determines that a problem exists, then a neighborhood meeting(s) is held.
- d. Each household receives one vote, whether owner or renter occupied.
- e. Final parking plan must have support of 67 percent of the affected households to be implemented.
- f. All new zones are subject to Council approval.
- g. City has no set criteria for removal of a block or an area from the RPP zone.

2. *Enforcement*

- a. Parking is generally limited to two hours and permit holders are exempt from parking restrictions.
- b. “No Parking – Permit Parking Only” zones are considered on a case-by-case basis.
- c. Vehicles parked in a zone in violation of the signs without a permit are subject to a \$52 citation.

- d. Permit holders must park within the same zone for which the permit is issued for.
3. *RPP Zone*
- a. City has seven residential and one residential/commercial zone.
  - b. The size of zones varies from single streets to several streets.
4. *Residential Permits*
- a. A completed application is required for issuance of the permit showing proof of residency, such as photo ID or renter's agreement, and current vehicle registration for each vehicle for which permit is requested.
  - b. Permits are valid for a one-year period.
  - c. Residents could purchase up to four (4) annual permits.
  - d. Permit cost is \$39 per permit.
  - e. Lost or damaged permits are replaced at \$34 per permit or \$18 if the damaged permit is returned.
  - f. City does not require that all delinquent parking citations be cleared prior to issuance of any permits for a particular vehicle, but staff believes it to be a good idea.
5. *Guest and Visitor Permits*
- a. Residents are allowed two free hanger-type permits for the sole use of the guests with purchase of initial annual permits.
  - b. One-day permits for special events are issued at \$10 for the first permit and \$2 for each additional permit for a specific date
6. *Funding and Resources*
- a. City issues approximately 1,300 permits each year.
  - b. RPP is not cost neutral. The program is City subsidized.



- c. Two dedicated parking control officers and the community outreach coordinator are responsible for managing the program, including issuing permits and enforcement.

## **City of Oakland**

### 1. *Designation and Modification of an RPP Zone*

- a. The City of Oakland requires a petition signed by at least 51 percent of the households in support of establishing an RPP zone within the proposed zone.
- b. Each household receives one vote, whether owner or renter occupied.
- c. At least six adjacent block fronts should be included in each zone, and at least 80 percent of each block front should be residentially zoned.
- d. Upon receipt of a valid petition, staff conducts a parking survey of the zone. The survey must show at a minimum 75 percent of all the parking spaces occupied during any two hours between 8:00 a.m. and 6:00 p.m.
- e. If all of the above criteria is met, a public hearing is held and council considers a staff report and a resolution for establishment of the RPP zone.
- f. A minimum number of permits representing at least 50 percent of the residents in a given block, or 15 permits in each block, must be purchased before the signs are installed. If the minimum number of permits is not purchased within 90 days of council action establishing the RPP zone, money is refunded and the designated area is voided.

### 2. *Enforcement*

- a. Parking is limited to either two or four hours, and permit holders are exempt from parking restrictions.
- b. Enforcement is generally provided Monday through Friday between the hours of 8:00 a.m. and 6:00 p.m.
- c. Permit holders must park within the same zone for which the permit is issued for.

3. *Residential Permits*

- a. A city-provided application, plus photo ID or utility bill, as well as vehicle registration or lease agreement are required showing current address for issuance of permit.
- b. Permits are issued for a one-year period.
- c. Up to three annual permits are issued per household. The cost of annual permits varies from \$35 per permit to \$150 per permit for the RPP zone close to Jack London Square.
- d. Cost to replace a lost or stolen permit is \$10.
- e. A minimum number of permits representing at least 50 percent of the residents in a given block, or 15 permits, must be purchased in each block before the signs are installed. If the minimum number of permits is not purchased within 90 days of council action establishing the RPP zone, money is refunded and the designated area is voided.
- f. City requires that all delinquent parking citations be cleared prior to issuance of any permits for a particular vehicle.

4. *Guest and Visitor Permits*

- a. Residents could purchase one-day temporary or visitor permits at \$1 per permit per day (there is a limit of five permits per calendar day), or could purchase a two-week (14 consecutive days) permit at \$5 per permit at any one time.
- b. One day permits cost \$10 per permit per day and two-week permits cost \$50 per permit in RPP zones close to Jack London Square.

5. *Merchant/Commuters Permits*

- a. Business owners within an RPP zone could buy a parking permit at a cost of \$85 per permit.

6. *Funding and Resources*

- a. The goal of the program is to be cost-recovering. However, analysis has not been done for many years to affirm if the costs are recovered.

## City of Walnut Creek

### 1. *Designation and Modification of an RPP Zone*

- a. The City of Walnut Creek requires a petition signed by at least 67 percent of the households in support of establishing RPP zone within the proposed zone.
- b. Eighty (80) percent of the property within the proposed RPP zone must be residential.
- c. Each household receives one vote, whether owner or renter occupied.
- d. Proposed RPP zone should be large enough so as to not shift the parking problem to adjacent areas.
- e. Upon receipt of a valid petition, staff conducts a parking survey of the zone. The survey must show at a minimum 80 percent of all the parking spaces occupied during peak periods.
- f. Survey must also show at least 25 percent vehicles belonging to nonresidents.
- g. The zone is established upon public hearing held by the transportation commission and the commission making the recommendation to the council and passage of a council resolution.

### 2. *Enforcement*

- a. City generally posts “No Parking Except Permits” signs limited to certain days and time periods.
- b. Thus, only permit holders can park in the RPP and are exempt from parking restrictions.
- c. Enforcement is provided subject to the posted signs.
- d. Permit holders must park within the same zone for which the permit is issued for.

### 3. *RPP Zone*

- a. Walnut Creek has 13 zones.

- b. The zones range from one street such as Pioneer Avenue, to several streets within a zone.
4. *Residential Permits*
- a. Photo ID plus current utility bill or rent receipt, as well as vehicle registration, are required for issuance of the permit.
  - b. Up to three annual permits are issued per household. The cost of an annual permit is \$15.
  - c. Cost to replace a lost or stolen permit is \$25 per permit.
5. *Guest and Visitor Permits*
- a. Residents could purchase 2 guest permits valid for one year at \$15 per permit, up to 20 one-day permits for free for special events, and \$1 per permit for each additional one-day permit.

**City of Santa Cruz**

1. *Designation and Modification of an RPP Zone*
- a. The City of Santa Cruz requires a petition signed by at least 67 percent of the households in support of establishing RPP zones within the proposed zone.
  - b. Each household receives one vote, whether owner or renter occupied.
  - c. Proposed RPP zone should be large enough to address spillover parking issues.
  - d. Upon receipt of a valid petition, staff conducts a parking survey of the zone. The survey must show at a minimum 75 percent of all the parking spaces occupied during peak periods.
  - e. Staff reserves the right to extend the zone.
  - f. Public works department is authorized to implement the program, or it may choose to bring it to the transportation commission for review.

- g. Residents are notified 30 days in advance of implementation and given the opportunity to opt out of the program, block by block, upon submitting a petition signed by at least 67 percent of the households in favor of opting out of the program.
- h. Those blocks qualified to opt out of the program are not allowed to rejoin the program for two years.

2. *Enforcement*

- a. Parking is generally limited to two hours, and permit holders are exempt from parking restrictions.
- b. Enforcement is generally provided Monday through Friday between the hours of 6:00 a.m. and 8:00 p.m.
- c. Vehicles parked in a zone without a permit are subject to a \$58 citation.
- d. Permit holders must park within three blocks of their residence, and of course, within the same zone for which the permit is issued for.

3. *RPP Zone*

- a. The City of Santa Cruz has six zones, including Beach Area, Downtown, Eastside, Westside, Seabright, and Lighthouse/Cowell, ranging in size from a few blocks to several blocks.

4. *Residential Permits*

- a. Photo ID plus current utility bill or rent receipt (if the photo ID does not show current address), as well as vehicle registration is required for issuance of the permit.
- b. Up to three annual permits are issued per household. The cost of annual permit is \$25.
- c. Cost to replace a lost or stolen permit is \$25.
- d. City does not require that all delinquent parking citations be cleared prior to issuance of any permits for a particular vehicle.

5. *Guest and Visitor Permits*

- a. Residents could purchase 2 guest permits valid for one year at \$25 per permit, and up to 30 one-day permits for special events per year at \$2 per permit.

6. *Merchant/Commuters Permits*

- a. Commuters could purchase a permit if parking occupancy is 75 percent or less in a block, and then city allows four to eight daily commuters assigned to that block.
- b. The cost of commuter permit is \$20 per permit per month.

7. *Funding and Resources*

- a. City issues approximately 7,000 permits each year.
- b. Approximately 3,300 households participate in the program.
- c. Program is city subsidized.
- d. City's program includes RPP and nonresidential parking programs and resources include 1 supervisor, 7 enforcement officers, and 3.5 citation processing and permit issuance staff

**City of San Mateo**

1. *Designation and Modification of an RPP Zone*

- a. The City of San Mateo requires a petition signed by at least 67 percent of the households in support of establishing an RPP zone within the proposed zone.
- b. In addition, the petition must be signed by 50 percent of the residents on each street supporting the program and identify a parking impact generator, such as school, business district, transit station, etc.
- c. Each household receives one vote, whether owner or renter occupied.
- d. Staff could recommend a street for the program even though the street does not meet the above criteria to address parking overflow issues.

- e. Upon receipt of a valid petition, staff conducts a parking survey of the zone. The survey must show at a minimum 75 percent of all the parking spaces occupied during any two one-hour periods between 8:00 a.m. and 6:00 p.m. during the same day.
  - f. For staff to recommend program implementation to the public works commission, the neighborhood survey conducted by staff must have 50 percent or more response rate, and 67 percent support level from return surveys.
  - g. If the program is approved by the commission, staff then sends a letter to the neighborhood providing opportunity to appeal commission decision.
  - h. A valid appeal is heard by the commission, and if the RPP zone is denied or terminated, a second study of the same area is not done for a 12-month period.
  - i. If no appeal is received, staff proceeds to implement the program.
  - j. Any decision by the commission could be appealed to the council.
  - k. A zone, or part thereof, could be removed following the same process as above.
2. *Enforcement*
- a. Parking is generally limited to two hours and permit holders are exempt from parking restrictions.
  - b. “No Parking—Permit Parking Only” zones may be permitted when appropriate next to schools.
  - c. Vehicles parked in a zone without a permit are subject to a \$40 citation.
  - d. Permit holders must park within the same zone for which the permit is issued for.
3. *RPP Zone*
- a. City has 15 zones.

- b. City does consider establishing RPP zones block by block, i.e., a single block meeting the criteria is eligible for RPP.
4. *Residential Permits*
- a. A completed application is required for issuance of the permit showing proof of residency, such as current utility bill or lease agreement, or a preprinted check showing name and address, and DMV registration for each vehicle for which permit is requested.
  - b. Permits are valid for a two-year period.
  - c. There is no limit on the number of permits a resident can get subject to meeting criteria.
  - d. Permits are issued at no cost to the residents.
  - e. Lost or stolen permits are replaced at the discretion of the staff.
  - f. City does not require that all delinquent parking citations be cleared prior to issuance of any permits for a particular vehicle.
5. *Guest and Visitor Permits*
- a. Residents are limited to one hanger-type permit for the sole use of the guests.
  - b. City does not issue one-day permits for special events.
6. *Merchant/Commuters Permits*
- a. City does not issue any permits to the commuters.
7. *Funding and Resources*
- a. City issues approximately 4,600 permits.
  - b. Staff estimates spending about one to two hours per day managing the program and one hour per day for issuing permits.
  - c. Permits are issued for two years, and it requires one dedicated person for about a two- to three-month period issuing permits every two years.



- d. RPP is part of the traffic engineering services program and is funded through the city's general fund.
- e. Initially in 2005, when the program was first started, the citation fees were supposed to cover the costs of the program, but the city has not confirmed recently that citation revenues are still covering the costs of the program.

## **City of Seattle**

### *1. Designation and Modification of an RPP Zone*

- a. The City of Seattle requires a petition signed by a majority of the households in support of establishing an RPP zone.
- b. Petition must identify a parking impact generator and times and days of the week when the parking problem exists.
- c. The proposed zone must include a minimum of 10 blocks or 20 block faces.
- d. Each household receives one vote, whether owner or renter occupied.
- e. Upon receipt of a petition, staff conducts a parking survey of the zone. The survey must show at a minimum 75 percent of all the parking spaces occupied, and 35 percent of those vehicles are used by nonresidents.
- f. If the above conditions are met, staff meets with community stakeholders to design the RPP to include: (1) time allowed (e.g., two hours) for nonpermit parking; (2) effective days and hours of operation; (3) blocks eligible for permits; and (4) blocks to be posted with RPP restrictions.
- g. Following development of the RPP, staff conducts public outreach and holds an administrative public hearing.
- h. The final decision to establish RPP zone is made by the director of transportation.
- i. A zone could be removed following the same process as above.

2. *Enforcement*

- a. Parking is generally limited to two hours, and permit holders are exempt from parking restrictions.
- b. Permit holders must park within the same zone for which the permit is issued for and within six blocks of the address for which the permit is issued.

3. *RPP Zone*

- a. City established the RPP in 1979 and since then, it has grown to more than 33 zones and issues more than 17,000 permits.
- b. Minimum zone size is 10 blocks, or 20 block faces.

4. *Residential Permits*

- a. A completed application is required for issuance of the permit showing proof of residency, such as current utility bill or lease agreement, or a bank statement and DMV registration for each vehicle for which permit is requested.
- b. City issues a maximum of four permits per household.
- c. Permits are valid for a two-year period.
- d. Permits cost \$65 per permit.
- e. Lost or stolen permits are replaced at the discretion of staff.
- f. City requires that all delinquent parking citations be cleared prior to issuance of any permits for a particular vehicle.

5. *Guest and Visitor Permits*

- a. Hanger-type permits for the sole use of guests is sold at \$30 per permit if purchased in combination with the residential permit.
- b. One-day permits for special events/guests are also available at \$1 per permit up to a maximum of 50 one-day permits per year, but not to exceed 5 permits per day.

6. *Merchant/Commuters Permits*

- a. Permits are not issued to nonresidents, business owners, or employees.

For more details of the above seven programs, refer to the Appendices.

9. **RPP ALTERNATIVES**

There are two major types of programs, either one or both of which are used by many cities. Option 2 is more commonly used. The following are the two options:

1. **Option 1: Parking by Permit Only:** Only vehicles displaying a resident, guest, or day permit are allowed to use on-street parking spaces. This option is more exclusionary and has impacts on visitors because it does not allow any nonresidents to park at any time, for any length of time, e.g., a gardener or a repair person serving a resident will not be able to park on the street and may be cited. Visitors will be forced to use the private off-street parking spaces, if any, or use a guest or day permit to park on the street causing hardship and inconvenience for visitors and residents. It is, however, simple and has lower enforcement costs. This program is not as common as Option 2 below.
2. **Option 2: Two-Hour Parking with Permits:** The neighborhood is posted with time-limited parking signs, such as one- or two-hour parking (typically two hours), restricting parking to two hours for all users. This allows nonresidents, visitors, and those doing business to have access to available on-street parking spaces and conduct their business. It exempts residents displaying valid permits from the posted time limit requirements. It, however, requires more enforcement and thus, is more expensive to enforce. This program is more widely used than Option 1.

Any number of modifications could be made to the above options, such as described below. However, none of these are in use in any other city. The modified versions could be complicated and confusing to understand due to different parking requirements on the same street.

1. ***Two-hour parking with permits on one side of the street and unrestricted parking on the other side of the street:***
  - It accommodates short-term parking needs of domestic workers, house cleaners, plumbers, etc.

- It exempts residents with permits from the two-hour rule on one side of the street.
- It allows residents to park free on the other side (unrestricted side).
- It accommodates downtown employees to continue to park in the neighborhood.
- It reduces the potential parking shift to the other part of the neighborhood to approximately 50 percent.
- It eases to meet parking demand and supply downtown.
- Provides 50 percent more opportunities for residents to find on-street parking spaces.
- It has the potential to be more controversial because residents on each side of the street would have different opinions as to which side of the street should remain unrestricted and/or posted with two-hour signs.
- The option may be more confusing to understand and may require more signs causing visual impacts.
- There will not be much savings in enforcement costs.

2. *Parking by permit only on one side of the street and unrestricted parking on the other side of the street:*

- It accommodates short-term parking needs of domestic workers, house cleaners, plumbers, etc.
- Residents with or without permits may park on the street.
- Guarantees parking for residents with permits on one side of the street.
- It accommodates downtown employees to continue to park in the neighborhood (50 percent less spaces).
- It eases to meet parking demand and supply downtown.
- Easy to enforce.
- Least expensive to enforce of the alternatives above.

RPP is implemented on certain days and for a certain number of hours. It could be implemented on weekdays only or weekends only, or any particular day(s) of the week. Similarly, it could be implemented between 8:00 a.m. and 5:00 p.m., or 8:00 a.m. and 10:00 p.m., or any other combination of hours. *Generally, most RPP programs are implemented Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., because other parking restrictions are generally in place Monday through Friday, 8:00 a.m. to 5:00 p.m., and parking enforcement officers are available during those times.*

In summary, RPP programs are designed to meet specific problems and the type of program, days, and hours of implementation could vary. For example, City of San Jose has an RPP program restricted to "Resident Parking Only" in the neighborhoods close to Berryessa Road Flea Market, which is in effect on weekends and holidays between the hours of 9:00 a.m. and 6:00 p.m., and regular enforcement is provided by the San Jose parking enforcement officers. Any program implemented for the weekend or beyond normal working hours during the week in Mountain View may have substantial impact on the Police Department, and subject to Police Department staff resources.

#### 10. ESTABLISHMENT OF RPP DISTRICTS

Establishment of RPP Districts primarily includes consideration of three factors: (1) selection of an area; (2) extent of the parking problem; and (3) neighborhood support.

1. *Selection of an Area:* RPP area is generally defined as a contiguous area within the city that has its boundaries. An RPP area may consist of one or more blocks or neighborhood areas. Neighborhood area may include a certain number of contiguous blocks. Generally, cities use a large enough area to avoid spillover problems. Some cities (Cupertino and Los Gatos) consider implementing RPP programs on a single-street basis.

RPP area designation may extend to parallel and perpendicular street segments adjacent to the primary street segment or neighborhood area in order to address anticipated parking overflow issues once RPP is implemented on a street(s) or an area.

2. *Parking Problem:* Most cities define a parking problem taking into consideration the overall occupancy of the street/neighborhood during peak parking periods and during regular business hours. A minimum peak parking occupancy of 75 percent to 80 percent is considered by most cities as desirable to consider establishing RPP. While it is desirable to measure

nonresident parking, it is cumbersome to differentiate between resident and nonresident parking and thus, only a few cities take it into consideration (City of Austin requires at least 25 percent commute parking). An option to gauge the nonresident parking intrusion is to identify the source of nonresident parking intrusion, e.g., neighborhoods close to downtown and high schools, etc., are more likely to have nonresident parking intrusion.

3. *Neighborhood Support:* The establishment of RPP district(s) is generally initiated upon receiving a petition signed by a certain minimum percentage of area residents from the neighborhood stating the problem and requesting the city to initiate the RPP program. While the percentage differs from City to city, most cities require a petition signed by 51 percent to 67 percent area residents in support of the program.

Basically, the area for establishment of RPP needs to be defined, and it should meet the minimum parking occupancy requirement, and must have significant resident support.

## 11. PROCESS FOR RPP DESIGNATION

### Petition:

Typically, the area residents who are concerned and wish to establish an RPP program initiate the request by submitting a petition to the City. The petition is submitted on a City-supplied petition form.

The petition is submitted to the City Traffic Engineer. The request must, at a minimum, include the following:

- The name, address, phone number, and e-mail of a contact/lead person.
- A statement of the problem, including days of the week and times when commuter or nonresident parking is desired to be regulated, e.g., Monday through Friday between 8:00 a.m. and 5:00 p.m., etc.
- Minimum area (the street and blocks) to be covered by the RPP, e.g., minimum of six blocks.
- Petition should be signed by a minimum number of area residents in support of the RPP, e.g., showing 67 percent support or as set by City policy.

The contact person should take responsibility for community notification and the compilation of evidence of support if RPP is determined to be eligible.

Request for RPP designation generally includes both sides of the street of a block. Where no residential units exist along one side of the street, the other side of the street may be considered singularly as a block.

#### Eligibility:

Upon receipt of a petition, the Traffic Engineer or other authorized City official conducts the necessary initial evaluation which generally includes the following steps:

- *Review the Petition:* Noncompliant petitions, incomplete petitions, illegible petitions, and petitions that do not represent or account for all properties are not processed and returned to the sender as incomplete.
- *Validation of the Petition:* Petitions signed by the minimum number of area residents in support of the RPP (generally 67 percent of all area residents or as set by City policy) are considered further. Petitions with less than the required percentage of signatures are returned to the sender. Residents should have the ability to indicate that they support or oppose establishing RPP.

#### Parking Occupancy Surveys and Data Collection:

Following review of the petition, the Traffic Engineer collects the following data:

- The total number of legal curbside parking spaces along each street segment within RPP area. For purposes of the survey, an on-street parking space is considered to occupy 20' of street measured parallel to the face of curb.
- The total number of dwelling units along each street segment within RPP area.
- Conducts parking occupancy surveys to evaluate various periods of concern and area for implementation. Normally, at least 75 percent to 80 percent of all legal parking spaces within the RPP area should be occupied by parked vehicles (or as determined by City policy). Some cities also require at least 25 percent of all available parking spaces to be occupied by commuter or nonresidential vehicles. However, it is complex to measure nonresidential parking element and an easier and simpler way may be to identify a source of nonresidential/commuter parking in the area such as downtown or school.

Generally, parking occupancy surveys are done during normal traffic data collection periods. Data is typically collected when schools are in session, in clear weather, and weekdays. There may be a need to collect parking data beyond the proposed RPP area to later determine potential shifting of parking to nearby streets (ballooning effect).

Notification:

If the parking survey justifies implementing the RPP, Traffic Engineer sends a postcard survey generally including parking survey results, RPP area, cost of permits, as well as validate area support for the program. Typically, each residential unit (household) is asked to send one response (one household one vote or as determined by City policy). At this stage, majority (67 percent to 70 percent or as set by City policy) support must again be received in order for the program to be considered further with at least majority of the residents (51 percent or set by City policy) responding to the postcard survey.

CEQA:

As with any project, Traffic Engineer would consider if the proposed RPP will have any impacts requiring CEQA review.

Outreach and Council Transportation Committee Review:

Similar to the existing NTMP program, Council Transportation Committee (CTC) will review and discuss the proposed implementation of the RPP program and may recommend to Council its implementation. CTC review provides an opportunity to the community to make comments.

Implementation of RPP:

After CTC recommendation to Council, Council, by resolution, may approve implementation of the RPP. Following Council approval, Traffic Engineer sends a letter to all the residents within the RPP area announcing the approval of the RPP designation and the approximate date the parking restrictions/signs will be installed. The letter should also include information about the program, how to obtain permits, and other relevant information. In addition, Traffic Engineer prepares plans and specifications and bid the project for installation of signs, subject to available funding.



### RPP Removal:

The request for removal may be originated by the City for any number of reasons, such as, but not limited to, the residents buying permits fall below a certain threshold.

The process for removal or modification is generally the same as the process for RPP designation. An RPP area, or part thereof, may be removed from the program by the Traffic Engineer following the steps outlined below:

- Receipt of a valid request from the affected RPP area, and a City-provided petition form duly completed from the neighborhood indicating support from at least the minimum percentage (67 percentage) of residents in the area wishing to be removed from the RPP.
- Upon receipt of the petition for removal, Traffic Engineer sends a postcard survey to all the affected residents. Similar to RPP designation, majority (67 percent to 70 percent or as set by City policy) support must be received in order for the RPP removal to be considered further, with at least a majority of the residents (51 percent or set by City policy) responding to the postcard survey.
- Upon receipt of acceptable response to remove the RPP, Traffic Engineer sends a letter to all the residents within the RPP removal area announcing the removal of RPP designation and the approximate date when the parking restrictions/signs will be removed. Generally, most cities do charge the cost of removing signs to the residents.
- Once the RPP is removed, any request for reinstatement is generally not considered for a minimum period of time, mostly 24 months, which is also consistent with City's NTMP. Any request for reinstatement is considered after 24 months of the removal of the signs and neighborhood is subject to the same rules/criteria as a new RPP area designation.

## 12. RPP PERMITS

Issues relating to obtaining RPP permits include application for permits, permit types, number of permits per household, proof of residency, permit exemptions, transferable permits, renewing permits, temporary permits for construction and special events, permits by mail or in person, information required for purchase or renewal of permits, validity of permits, company-owned vehicles, etc.

### Application:

RPP area entitles residents living within the RPP area to obtain/purchase permits for vehicles registered at their address. The request for the on-street parking permit is originated from a resident or owner of a household unit of the area for which the permit is to be issued. Typically, a resident completes a standard application provided by the City and brings it to the City for verification of eligibility/qualifications to purchase a permit. Once meeting the eligibility criteria and payment of proper fee as established by the City, the permit is sold to the resident.

### Eligibility Criteria for Purchase of Permits:

Proof of ownership or residency within the RPP area and vehicle registration is generally required to issue permit(s) to a resident. Proof of ownership or residency is verified using any of the following documents:

- A valid driver's license with current address.
- A current property tax statement.
- A current utility bill in the requester's name dated within 30 days of the date of application.
- A bank statement or copy of a check showing name and address.
- A copy of the executed lease/rental agreement between the owner and tenant. Only those tenants indicated on the lease are considered eligible for permits.

In general, RPP permits are sold to area residents or owners only. However, Palo Alto is in the process of establishing an RPP program and is considering selling a certain number of permits to nonresidents such as downtown employees, due partially to shortage of parking downtown for employees. Currently, a large number of downtown employees park in the neighborhoods adjoining downtown Palo Alto and the city is trying to accommodate employees who may be displaced by establishment of an RPP area(s) by providing employees with alternatives or by making some permits available to the employees who work in the immediate vicinity. However, no decision has been reached as to the writing of this report.

## Permit Types:

Permits could be classified into different categories based on the need such as residential permits, guest permits, one-day permits/passes, and construction permits.

### 1. Residential Permits:

*Purpose:* These permits are for the exclusive use of residents in their respective RPP area, and valid on vehicles on record with the City. When a valid residential permit is properly displayed on a vehicle, any parking restrictions such as “two-hour parking” do not apply to such vehicle. However, the permit does not exempt the vehicle from being cited if blocking a driveway, parked in any special zones such as marked red, yellow, white, blue, etc., 72-hour maximum parking rule on the street, and any other violations of local and State laws.

*Validity of Annual Permits:* Residential permits are generally issued on an annual basis (Annual Permits) subject to meeting eligibility criteria, and payment of fees as established by the City from time to time. No refunds are made or credits issued for any permits that have been purchased. Annual Permits are valid only for the calendar year in which they are issued (or a 12 month period). Permits are not transferable to any other household in the RPP area nor valid when used on other residents’ vehicles. As such, these permits are sticker type and must be affixed to the vehicle for which it is issued for, and affixed to the left side of the rear bumper, or left corner of the rear window for proper display. Left side of the vehicle is preferred because the permit would be in clear view of the parking enforcement officers as they drive through the area without them having to disembark from their vehicles to look for permits for enforcement purposes. Vehicles not displaying the permits properly are subject to citation.

*Number of Annual Permits per Household:* Household is defined as a single housekeeping unit. There may be more than one household on a property such as apartment and condominium buildings. The numbers of Annual Permits per household are generally limited to one to two permits per household. However, based on the parking availability on the street, a third or fourth permit may be issued.

*Renewal of Annual Permits:* Annual Permits may be renewed annually upon application in the manner prescribed by the City. For the convenience of the residents, City may choose to send a renewal notice and the renewal application to all households registered in the program. However, generally

it is the responsibility of the permit holder to renew and display permits by the beginning of each calendar year.

*Replacement/Transfer of Annual Permits:* Upon sale of a vehicle with an annual parking sticker, the permittee is responsible for removing the permit from the sold vehicle to minimize the misuse of the permit. Transfer of a permit from one vehicle to another vehicle is generally allowed in cases of nonuse of vehicle or sale of a vehicle and purchase of a replacement vehicle. Typically, residents applying for a lost or stolen permit file a statement with the City that the permit was lost and not sold or transferred to another person, or proof that the vehicle was stolen, such as a Police report. Most cities charge fees for replacing a lost permit, and also charge fees for issuing a new permit for the replacement vehicle.

## 2. Guest Permits:

*Purpose:* As the name implies, guest permits are for the exclusive use of guests and visitors to the residents within an RPP area. When a valid guest permit is properly displayed on a vehicle, any parking restriction such as “two-hour parking” does not apply to such vehicle. However, the permit does not exempt the vehicle from being cited if blocking a driveway; parked in any special zones such as marked red, yellow, white, blue, etc.; 72-hour maximum parking on the street; and any other violations of local and State laws.

*Validity of Guest Permits:* Guest permits are also generally issued on an annual basis (Guest Permits) subject to meeting eligibility criteria and payment of fees as established by the City from time to time. No refunds are made or credits issued for any permits that have been purchased or lost. Guest Permits are valid only for the calendar year in which they are issued. Since these permits are handed down by the residents to guests arriving at different times and days in different cars, these permits are hanger-type and must be hung on the rearview mirror of the vehicle. Unlike visitor’s paper permits/passes, the Guest Permits do not require that a resident handwrite any information on it. The permit has enough information on it, including the number and name of the RPP area, year issued, etc. Guest Permits are valid only in the RPP area in which the resident resides. They are not valid when used on residents other vehicles. Guest/visitor vehicles not displaying the permits properly are subject to citation.

*Number of Guest Permits per Household:* Household is defined as a single housekeeping unit. There may be more than one household on a property such as apartment and condominium buildings. The number of Guest

Permits per household is limited to one to two permits per household. Number of these permits should be limited to the same number of Annual Permits issued to the resident per household, to minimize misuse of the permits, especially if the cost of Guest Permit is lower than the Annual Resident Permit. On the other hand, maximum number of Guest Permits (two) could be sold to a resident if the cost of Guest and Annual Resident Permits are the same. The City of Santa Cruz charges \$25 for both the annual resident permit as well as the guest permit (same charge). In contrast, Los Gatos charges \$39 per annual resident permit which also includes two complimentary guest permits.

Guest permits are only issued/sold to residents who purchase the annual residential permits. (Cost of permits vary substantially from city to city based on many factors such as, but not limited to, whether the program is partial cost recovery or full cost recovery, and whether the city uses the citywide parking citation fees to cover the cost of program, or the parking citation fees from the RPP area alone.)

*Renewal of Guest Permits:* Guest permits are generally renewed annually, and at the same time as the annual resident permit, upon application in the manner prescribed by the City. For the convenience of the residents, City may choose to send a renewal notice and the renewal application to all households registered in the program. However, generally it is the responsibility of the permit holder to renew and display permits by the beginning of each calendar year.

### 3. Visitor Passes/Daily Permits:

*Purpose:* Daily permits/passes are for the exclusive use of guests and visitors of the residents for special events, with large gathering, within an RPP area. When a daily permit is properly displayed on a vehicle, any parking restriction such as “two-hour parking” does not apply to such vehicle. However, the permit does not exempt the vehicle from being cited if blocking a driveway; parked in any special zones such as marked red, yellow, white, blue etc.; 72-hour maximum parking rule on the street; and any other violations of local and State laws.

*Validity of Daily Permits:* Daily Permits are valid for either one calendar day or limited to certain maximum number of contiguous calendar days, generally not exceeding 14 days. Permits could be issued any time subject to meeting eligibility criteria and payment of fees as established by the City from time to time. No refunds are made or credits issued for any permits that have been purchased or lost. These permits are for a single use and printed

on paper or cardboard. They are issued for a specific date(s) and the date is written either in advance by the City or left open for the resident to handwrite the date and other pertinent information on it. The permit has enough information on it, including the number and name of the RPP area. Daily permits are valid only in the RPP area in which the resident resides. Visitor vehicles not displaying the permits properly are subject to citation.

Generally, it is a violation to make copies of the daily permits and or write the information in pencil or illegibly. Misuse of the permits renders the paper permits void and vehicles become subject to citation. Valid and properly and legibly filled out permits in black or blue ink must be placed face up on the driver's side dashboard to be exempt from any parking restrictions and avoid being cited.

*Number of Daily Permits:* Household is defined as a single housekeeping unit. There may be more than one household on a property such as apartment and condominium buildings. The number of daily permits sold or issued and their cost vary substantially from city to city.

13. **MISCELLANEOUS RULES AND REGULATIONS ADOPTED BY OTHER CITIES RELATED TO PERMITS**

1. There may be cases where a resident has just moved from some other state to the RPP zone and is unable to provide California DMV registration to obtain a permit(s). Generally, in such cases, a temporary, revocable 30- to 60-day permit for that vehicle is issued since California Vehicle Code requires that a change of address and vehicle registration be filed with the DMV within 10 days after moving.
2. Failure to display an appropriate valid parking permit limits the on-street parking to the posted parking restrictions on the streets within an RPP zone. Vehicles that fail to display a permit or display it improperly are subject to citation.
3. In case the parking restriction is "Permit Parking Only," vehicles displaying a permit will only be able to park on the street and all other vehicles without displaying a permit will be subject to a citation.
4. Generally, any willful misinformation provided by the resident for obtaining permits results in revocation of permit(s).
5. If any resident allows a permit to be displayed by other(s) who do not qualify to use the permit subject to rules and regulations adopted by the city, cities

generally revoke the permit(s) for a limited period of time (three to six months)

6. Residents who owe citation fines are generally denied the issuance or renewal of permit(s) until proof of payment is submitted to the city.
7. Generally, vehicles loading or unloading freight, emergency vehicles, vehicles operated by utility companies (not contractor vehicles) while actively engaged in construction activities, and vehicles with CA Exempt license plates (generally belong to the government agencies) and when in use for government business are exempt from parking restrictions within an RPP zone.
8. Most cities require motorcycle and scooter owners to obtain a permit to park within an RPP zone beyond parking time limit indicated on the signs.

#### 14. FINANCIAL ASPECTS

##### RPP Costs and Expenses

Establishing and/or modifying an RPP zone includes costs related to many factors including, but not limited to, the following (some of the costs are one-time costs and the other costs are on-going costs):

1. Preparation of RPP ordinance.
2. Preparation of informational materials such as questions and answers, etc.
3. Preparation of forms and applications such as petition form, application for permits, etc.
4. Design and printing of sticker-type of residential permits, hanger-type guest permits, and hard paper-type of day visitor permits.
5. Review and certification of petition.
6. Various types of surveys, including determining parking supply, number of households, parking occupancy, etc.
7. Public process including holding neighborhood meetings and neighborhood surveys, etc.

8. Preparation of plans, specifications, and bid documents for installation of signs.
9. Installation of the signs.
10. Signage maintenance and replacement.
11. Permit sales, processing, and permit renewals.
12. Enforcement, training, and citation processing.
13. Equipment purchase and maintenance such as police vehicle for enforcement.
14. Miscellaneous equipment such as handheld citation tools, computers, stationery, and supplies.
15. Administration and management for handling complaints, data keeping and update, reviewing, modifying, and overseeing the program for changes to a zone and/or the program and procedures.

Costs could be divided into four major categories such as: (1) Administration; (2) signage and equipment; (3) enforcement; and (4) supplies. Generally the enforcement cost is the highest among ongoing costs and the installation of signs and purchase of equipment costs are the highest among one-time costs to establish/initiate a new RPP zone. One-time and ongoing administration costs are somewhat the same.

#### RPP Revenues

RPP revenues come from three sources: (1) sale of annual residential and guest permits; (2) citations; and (3) general fund, if city subsidized.

#### Hypothetical RPP Zone and Financial Analysis

The 2011 Downtown Parking Study included a hypothetical RPP in the residential area surrounding the Caltrain/JPB station. The study included two alternative financial scenarios. Alternative 1 was a stand-alone scenario and Alternative 2 included metered parking in the downtown commercial core with a surrounding RPP. Since this report covers a City-wide RPP, the Alternative 2 mentioned above is not applicable and thus is not discussed further.

Alternative 1 assumed that the RPP will be implemented in an area bounded by West Evelyn Avenue, View Street, Mercy Street, and Calderon Avenue. The RPP



zone would be posted with two-hour time limit signs, Monday through Friday, 8:00 a.m. to 5:00 p.m., and enforced during those times with an exception for vehicles displaying a valid RPP zone permit. The hypothetical zone included 50 block faces, 735 on-street parking spaces, approximately 452 households, selling 271 annual residential permits at \$50 per permit, and over 3,000 one-day guest permits.

Based on the above assumptions and cost of RPP including enforcement, administration, and signage, it projected RPP initiation cost of approximately \$125,000 for implementation (adjusted for inflation and rounded to 2015 amount); RPP annual revenue of \$61,000 in permit sales and citations and annual RPP cost of \$106,000 resulting in City subsidy of approximately \$45,000 per year. For the RPP to be cost neutral in the first year of operation, a base year annual price of \$170 per annual residential permit was estimated, not including RPP initiation cost of \$125,000.

### Cost of Permits

Determining the cost of permits as well as a desired balance between costs and expenditures is challenging at best because, primarily, the cost of permits depends upon many factors as follows:

1. RPP is cost neutral: The revenues from permits and citations should cover all the costs of the RPP.
2. RPP is City subsidized and not cost neutral: Permit cost would vary depending on the level of City subsidy.
3. Level of enforcement: Since the enforcement cost would vary substantially based on the level of enforcement provided (other costs are somewhat fixed).
4. Size of the RPP zone and the number of permits sold: The cost of a permit would be less if more permits are sold. On the other hand, if fewer permits are sold, the cost of a permit would be higher.
5. Type of parking limitations within an RPP zone would affect level of enforcement and thus the cost of a permit. An RPP zone with two-hour parking would require substantially higher level of enforcement resulting in higher permit cost. If the parking within an RPP zone is restricted to permit holders only, that would require substantially lower level of enforcement resulting in lower permit cost.

6. Revenue from citations is likely to be lower each year thus affecting revenues and the permit cost.
7. Revenues from sale of permits could be higher each year if (1) more residents start buying permits, (2) more residential units are built in the zone, and (3) permit cost is increased each year.

Due to the above variables, actual cost of permit is best determined/projected upon City-established polices and then it could be adjusted on a yearly basis based on actual experience.

### RPP Administration and Funding

RPP involves four major areas of responsibilities as follows:

1. Signage: The Public Works Department handles the signing and signage maintenance.
2. Enforcement: The Police Department is responsible for enforcement and citation processing.
3. Permit issuance: Permit issuance is handled differently by various cities. In Cupertino and San Mateo, the public works department is responsible for issuing permits. In Berkeley, the finance department issues the permits. In some other cities such as Los Gatos, the police department issues the permits.

In Mountain View, the current downtown parking permits are handled and issued by the Finance and Administrative Services Department.

4. Administration: Administration of the program varies from city to city. In Mountain View, the Community Development Department is primarily responsible for downtown parking-related administration, management, and operation, while Public Works Department handles the on-street parking issues, parking feasibility studies, and parking construction activities.

# APPENDICES

1. Details of RPP Program from Berkeley
2. Details of RPP Program from Los Gatos
3. Details of RPP Program from Oakland
4. Details of RPP Program from Walnut Creek
5. Details of RPP Program from Santa Cruz
6. Details of RPP Program from San Mateo
7. Details of RPP Program from Seattle

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# CUSTOMER SERVICE

Customer Service

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## Residential Preferential Parking (RPP) Program

The City of Berkeley prioritizes parking for vehicles registered to addresses in 14 areas. Each zone is designated by a letter that is affixed to signs that note the days and times of enforcement. Those without an annual or visitor permit can park for a total of two hours on either side of that block. Annual permits must be affixed to the left rear bumper of the vehicle and visitor permits must be hung from the rear view mirror.



All RPP areas are enforced Monday through Friday. Areas A, B, D, K and some streets in Area E are enforced on Saturdays. An annual or visitor RPP permit **does not** allow parking at parking meters, pay stations, loading zones, no parking anytime, 72hr parking, on Street Sweeping days or any other parking restrictions (i.e. at or near fire hydrants, driveways, or crosswalks, etc.).



### Information about parking permits, locations and restrictions:

- [Annual Parking Permit](#)
- [Renew Online \(RPP\) New](#)
- [Visitor Permits](#)
- [Merchant Permits](#)
- [In-Home Care Permits](#)
- [Days/Hours of Enforcement](#)
- [Contact Information](#)

Links to additional information:

- [Neighborhood RPP Designation](#)
- [RPP Zone map](#)
- [RPP Ordinance \(BMC Chapter 14.72\)\\*](#)

\*This link will take you to the City's [BMC site](#) where you can browse the BMC in .pdf format, or search the BMC using Records Online. Search tips are available from the [BMC site](#).

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## Annual Parking Permit - \$45.00

To qualify for an annual Residential Preferential Parking permit, residents must present both a government-issued photo identification and a current vehicle registration displaying their Berkeley address. Annual RPP permits are not transferable between vehicles, nor are they refundable. Individuals subletting are not eligible for annual RPP permits. The vehicle must not have any outstanding Berkeley parking violations older than 21 days.

### *Renewing Annual Permits: Online, By Mail, or In Person*

Existing RPP holders will receive a letter in the mail with an account number and pin. Permit holders can renew their permits by returning the enclosed documents or, for quicker processing and ease, [Renew Online](#).

All annual permits expire on June 30. Residents who renew online or via the mail are encouraged to do so by May 31 in order to receive their permits by July 1.

Permit holders may also bring their government-issued identification and current vehicle registration to renew in person at the Customer Service Center, located at 1947 Center Street. The office is open 8:30 a.m. to 4 p.m., Monday through Thursday. The office is closed Fridays and City Holidays. Permits are processed at the time of submission. Accepted forms of payment are cash, check, Money Order, Visa or MasterCard.

If the vehicle is registered to the Berkeley address, but is not registered in the name of the Berkeley resident, the resident must provide a copy of the registered owner's valid picture ID, and a signed letter stating that the resident has the right to use the vehicle.

### ***New Annual Permits: By Mail or In Person***

New permits by mail or in person require a copy of a valid photo identification and proof of current vehicle registration to the current physical Berkeley address. To purchase a new RPP permit by-mail, submit the completed application to the Customer Service Center, 1947 Center Street, Berkeley, CA 94704. Allow 2 -3 weeks to receive permits by-mail. Residents whose vehicle's registration does not contain their name cannot renew by mail and will be required to visit the Customer Service Center.

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### **Visitor Permits**

One-Day Visitor Permits for guest use may be purchased by residents when renewing their annual RPP permit by mail, in person or online. If purchasing Visitor Permits at a later time, a picture identification, along with one of the following documents that includes the current address of the resident, must be provided (billing statements must be dated within the last 30 days):

- California Drivers License (DMV)
- Signed lease agreement (within a year)
- Current bank statement
- Current PG&E billing statement
- Current telephone bill (not cellular)
- Current major credit card billing statement
- AT&T cablevision bill
- EBMUD water bill
- Vehicle registration (DMV)
- City Bills (Refuse bills, Fire Alarm bills, Fire Inspections bills, etc)

The vehicle for which the visitor permit is being obtained must not have any outstanding Berkeley parking violations older than 21 days.

Pick up Visitor Parking Permits at the Customer Service Center or call (510) 981-7200 for further information.

#### **1-Day Visitor Permits - \$2.25**

- Residents may purchase up to 20 1-Day Visitor Permits in a permit year.
- 1-Day Visitor Permits may be purchased by mail or in person, and can be purchased in advance.
- All 1-Day permits will expire on June 30th of the current permit year.

#### **14-Day Visitor Permits - \$23.00**

- Residents may purchase 3 14-Day Visitor Permits in a permit year.
- Please note that 14-Day Visitor Permits are valid for **14 consecutive calendar days**.
- 14-Day Visitor Permits may be purchased up to 3 weeks in advance of the initial usage date. The resident must provide the intended usage dates and the license plate number of the vehicle that will use the 14-Day Permit.

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**Merchant Parking Permits - \$125.00**

- Certain business addresses designated by Public Works Transportation are eligible for Merchant Permits.

**In-Home Care Permits - \$45.00**

- Residents or family members who live in any of the City's RPP-designated areas who have disabilities or medical conditions requiring In-home care services, may be eligible for In-Home Care Permits.

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**Days/Hours of Enforcement**

Hours of enforcement are 8:00am to 7:00pm except Sundays, holidays and during posted street sweeping days.

Residential Preferential Parking Area Enforcement Schedule				
Location	Time Limits	Days Enforced	Enforcement Hours	Enforcement Restrictions
Area A	2 Hr Parking	Mon - Sat	8am - 7pm	Vehicles with Area A permit. <b>Exceptions:</b> Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area B	2 Hr Parking	Mon - Sat	8am - 7pm	Vehicles with Area B permit. <b>Exceptions:</b> Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area C	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area C permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area D	2 Hr Parking	Mon - Sat	8am - 7pm	Vehicles with Area D permit. <b>Exceptions:</b> Sun., Holidays & during days and times when posted street sweeping sign is in effect.
				Vehicles with Area E permits. <b>Exceptions:</b>

Area E	2 Hr Parking	Mon - Fri, Sat*	8am - 7pm	Sun., Holidays & during days & times when posted street sweeping sign is in effect. <b>Note: Some streets enforce on Sat.</b> <b>Please check posted signage.</b>
Area F	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area F permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area G	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area G permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area H	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area H permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area I	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area I permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area J	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area J permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area K	2 Hr Parking	Mon - Sat	8am - 7pm	Vehicles with Area K permit. <b>Exceptions:</b> Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area L	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area L permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.
Area M	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area M permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping is in effect.
Area N	2 Hr Parking	Mon - Fri	8am - 7pm	Vehicles with Area N permit. <b>Exceptions:</b> Sat., Sun., Holidays & during days and times when posted street sweeping sign is in effect.



In addition, some RPP areas may have limited 2 hour parking sections, and those sections will have signs indicating this distinction. RPP permitted vehicles are subject to the two hour restriction and will be cited if the vehicle is not moved.

**Please note:** Residential Preferential Parking (RPP) has been modified on selected blocks near Berkeley's Trader Joe's store at Berkeley Way/Martin Luther King Jr. Way to limit parking on one side of the street to designated RPP Area permit holders, while parking on the other side remains RPP and 2-hour visitor parking.

**The blocks affected are as follows:**

- Berkeley Way: 1700, 1800 and 1900 blocks (McGee Avenue to Milvia Street)
- Addison Street: 1800 block (Grant Street to Martin Luther King Jr. Way)
- Bonita Street: 1900 block (Hearst Avenue to University Avenue)
- Grant Street: 1900 and 2000 blocks (Hearst Avenue to Addison Street)

**For additional information or questions, contact the Customer Service Center or call (510) 981-7200.**

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Customer Service, 2180 Milvia Street 4th Floor, Berkeley, CA 94704  
Questions or comments? Email: [customerservice@cityofberkeley.info](mailto:customerservice@cityofberkeley.info) Phone: (510) 981-2489  
(510) 981-CITY/2489 or 311 from any landline in Berkeley  
TTY: (510) 981-6903

# TRANSPORTATION

Transportation Division

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## Residential Preferential Parking (RPP) Permits

For more information, please visit the [RPP Program Information](#) page or contact Finance Customer Service at (510) 981-7200.

### How Does a Street get RPP Designation?

The Traffic Engineer's Office has designated 14 RPP permit zones for City of Berkeley neighborhoods. Please view the [Berkeley RPP Zone Map](#) to see if your street is within a designated zone. Streets within a designated RPP zone can opt into the program by petitioning the Traffic Engineer with at least 51% of the residential addresses signing an official City of Berkeley RPP petition form. A parking survey will be conducted to assess whether parking congestion exceeds 75% of the available spaces in the area. Council approval is necessary to revise the streets included in the RPP program.

Some areas within RPP zone E are enforced Monday-Friday. Others are enforced Monday through Saturday. Please observe posted enforcement signs.

### How do I know if my street has already opted into the program?

The following Berkeley RPP maps show all residential parcels on the streets that have opted into the program. If your parcel is highlighted in the map, you are currently eligible to purchase a permit for that zone. Please note that these maps are provided only as a reference guide and are not guaranteed to be accurate. For explicit eligibility, please contact the [Finance Customer Service Center](#) at 1947 Center Street 1st Floor, or call (510) 981-7200.

- [Area A parcels](#)
- [Area B parcels](#)
- [Area C parcels](#)
- [Area D parcels](#)
- [Area E parcels](#)
- [Area F parcels](#)
- [Area G parcels](#)
- [Area H parcels](#)
- [Area I Parcels](#)
- [Area J Parcels](#)
- [Area K Parcels](#)
- [Area L Parcels](#)
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Transportation Division, 1947 Center Street, 3rd Floor, Berkeley, CA 94704  
Questions or comments? Email: [transportation@cityofberkeley.info](mailto:transportation@cityofberkeley.info) Phone: (510) 981-7010  
(510) 981-CITY/2489 or 311 from any landline in Berkeley  
TTY: (510) 981-6903

# MEDIA RELEASE

Media Release

Press Contact: Matthai Chakko, Assistant to the City Manager, (510) 981-7008

## RENEW RESIDENTIAL PARKING PERMITS ONLINE!

**Berkeley, California (Tuesday, April 15, 2014)** - Berkeley residents can now renew their residential parking permits online, adding convenience and speed for the renewal of 14,000 permits.

At the time of online renewal, residents will also be able to buy up to 20 one-day temporary permits per vehicle. In addition, there will be no convenience fee this year for those who renew on-line.

Residents will be mailed their account number and pin, which will be needed for the online renewal at [cityofberkeley.info/RPP](http://cityofberkeley.info/RPP). The new online payment system also allows people to pay for unpaid parking citations, which must be cleared before an annual permit is issued. Those who want to renew via the mail can continue to do so. Residents who want an annual permit the same day or who want a 14-day temporary permit should visit the Customer Service Center at 1947 Center Street.

All annual permits expire on June 30. Residents who renew online or via the mail are encouraged to do so by May 31 in order to receive their permits by July 1. The annual and temporary permits - which will have new, more secure designs this year -- will be mailed to residents after their applications have been verified.

On-line service is not available to first-time permit applicants, who must submit proof of residency and application either by mail or in-person at the Customer Service Center. Nor will it apply to specialty permits such as merchant or caregiver permits.

Please note: only automobiles, trucks, motorcycles or other motor transportation not exceeding 8,000 pounds in gross vehicle weight are eligible for a residential parking permit. In addition, not all addresses in Berkeley are eligible for residential parking permits.

There are 14 Residential Preferential Parking (RPP) areas in the City. These RPP areas are limited to two hour parking unless an annual permit or a visitor permit is properly displayed on/in the vehicle. To avoid getting parking citation tickets, residents or visitors who need to park longer than two hours on the street in their RPP area will need a RPP permit.

For additional information about RPP requirements, including renewal, please visit [www.cityofberkeley.info/RPP](http://www.cityofberkeley.info/RPP) or call Customer Service at (510) 981-2489.

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City of Berkeley - Central Administrative Offices, 2180 Milvia St, Berkeley, CA 94704  
(510) 981-CITY/2489 or 311 from any landline in Berkeley  
TTY: (510) 981-6903

**Division III. Preferential Parking**

**Chapter 14.72**

**PREFERENTIAL PARKING PROGRAM\***

Sections:

- 14.72.010 Legislative purpose.
- 14.72.020 Legislative findings.
- 14.72.030 Definitions.
- 14.72.040 Permit parking exemption.
- 14.72.050 Designation of a residential permit parking area.
- 14.72.060 Modification after designation of a residential permit parking area.
- 14.72.070 Designation of campus zone--Special regulations.
- 14.72.080 Issuance of permits.
- 14.72.090 Residential parking permit.
- 14.72.100 Local business parking permits.
- 14.72.105 Neighborhood-serving community facility permits.
- 14.72.110 Senior event permits.
- 14.72.115 Visitor permits.
- 14.72.120 Posting of residential permit parking area.
- 14.72.130 Parking permit fees.
- 14.72.140 Penalties, liability and enforcement.
- 14.72.150 Administrative regulations.

\*Editor's Note: This chapter was editorially renumbered from 14.08 to 14.72 during 1999 recodification.

**14.72.010 Legislative purpose.**

This chapter is enacted in response to the serious adverse effects caused in certain areas and neighborhoods of Berkeley by motor vehicle congestion, particularly the long-term parking of motor vehicles on the streets of such areas and neighborhoods by nonresidents thereof. As set forth in more specific detail in Section 14.72.020, such long term parking by nonresidents threatens the health, safety and welfare of all of the residents of Berkeley. In order to protect and promote the integrity of these areas and neighborhoods, it is necessary to enact parking regulations restricting unlimited parking by nonresidents therein, while providing the opportunity for residents to park near their homes. Uniform parking regulations restricting residents and nonresidents alike would not serve the public interest, rather such regulations would contribute to neighborhood decline while ignoring the public transit alternatives to automobile travel available to nonresidents. For the reasons set forth in this chapter, a system of preferential resident parking is enacted hereby for the City of Berkeley (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2, (part), 1987)

**14.72.020 Legislative findings.**

A. General Finding. The City Council finds as a result of public testimony, evidence generated by both professional urban planning studies and derived from other sources, that the continued vitality of Berkeley depends on the preservation of safe, healthy and attractive neighborhoods and other residential areas therein. The Council further finds that one factor that has detracted from the safety, health and attractiveness of neighborhoods and other residential areas of the City is the excessive and burdensome practice of nonresidents of certain areas and neighborhoods parking their motor vehicles for extended periods of time therein. Since there is in Berkeley at any one time a large surplus of motor vehicles over available on and off-street parking spaces, this condition detracts from a healthy and complete urban environment. A system of preferential resident parking will serve to reduce a number of strains on residents of the City and thus promote the general public welfare.

B. Specific Findings. The following specific legislative findings of the City Council in support of preferential resident parking are set forth as illustrations only and do not exhaust the subject of the factual basis supporting its adoption:

1. The safety, health and welfare of the residents of Berkeley can be greatly enhanced by maintenance of the attractiveness and livability of its neighborhoods and other residential areas.
2. A large portion of Berkeley residents possess automobiles and as a result are daily faced with the need to store these automobiles in or near their residences.
3. Certain neighborhoods and areas of Berkeley do not have sufficient on or off-street space to accommodate the convenient

parking of motor vehicles by residents thereof in the vicinity of their homes. To the extent that such facilities do exist, the program set forth herein is designed to encourage the maximum feasible utilization of off-street parking facilities.

4. Such areas as described in 3 above are often further burdened by influxes of motor vehicles owned by nonresidents which compete for the inadequate available on-street parking spaces.
5. There further exist certain parking "attractors" within Berkeley, such as hospital and university complexes, employment centers, BART stations and locations convenient for commute parking, which further exacerbate resident parking problems.
6. Unnecessary vehicle miles, noise, pollution, and strains on interpersonal relationships caused by the conditions set forth herein work unacceptable hardships on residents of these neighborhoods and other residential areas by causing the deterioration of air quality, safety, tranquility and other values available in an urban residential environment.
7. If allowed to continue unchecked, these adverse effects on the residents of Berkeley will contribute to a further decline of the living conditions therein, a reduction in the attractiveness of residing within Berkeley, and consequent injury to the general public welfare.
8. The system of residential permit parking as enacted by this chapter will serve to promote the safety, health and welfare of all the residents of Berkeley by (a) reducing unnecessary personal motor vehicle travel, noise, and pollution, and (b) promoting improvements in air quality, the convenience and attractiveness of urban residential living, and the increased use of public mass transit facilities available now and in the future. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### 14.72.030 Definitions.

- A. "Designated residential parking permit area" means any contiguous area upon which the Council imposes parking limitations pursuant to the authority granted by this chapter.
- B. "Nonresidential vehicle" means a motor vehicle not eligible to be issued a residential parking permit, pursuant to the terms and conditions of this chapter, for the specific area in which it is parked. However, it could be eligible for a local business parking permit, or any other parking permit the council shall designate.
- C. "Residential parking permit" means a permit issued under this chapter which, when displayed upon a vehicle, as described herein, shall exempt said vehicle from parking time restrictions established pursuant to this chapter.
- D. "Local business parking permit" means a permit issued under this chapter which, when displayed upon a motor vehicle, shall exempt said vehicle from parking time restrictions established pursuant to this chapter.
- E. "Trapped resident" means any resident whose dwelling abuts controlled curb parking and whose address is on a block front adjacent to and surrounded by RPP areas or whose address is within the general boundary of the designated RPP area.
- F. "Neighborhood-service community facility" means churches, schools and senior centers located wholly within the general boundary of an RPP designated area.
- G. "Neighborhood-serving business and establishment" means any business or establishment located in a neighborhood commercial district as defined in the Zoning Ordinance Section Cla, Clb, Clc, Clb(E).
- H. "One-day visitor permit" means a parking permit issued pursuant to this chapter or an ordinance enacted pursuant to authority granted herein, which shall exempt the vehicle from parking time restrictions pursuant to this chapter, for the date indicated upon the face of said permit.
- I. "Two-week visitor permit" shall mean a parking permit issued pursuant to this chapter or an ordinance enacted pursuant to authority granted herein, which shall exempt the vehicle from parking time restrictions established pursuant to this chapter for a period of 14 consecutive calendar days, beginning upon the date indicated upon the face of said permit.
- J. "Motor vehicle" shall be an automobile, truck, motorcycle or other self-propelled form of transportation not in excess of 8,000 pounds gross weight and not in excess of 20 feet in length. A trailer, trailer coach, utility trailer, motor home/(RV), or any other type of vehicle as defined in the California Vehicle Code that is not self-propelled, is not eligible for a RPP permit.
- K. "Controlled curb parking" means any on-street parking with existing parking limitations, such as meters, time restrictions, red zone, etc.
- L. "Schools" shall mean any school or other place of learning providing a pre-school, elementary or secondary level of study, and which regularly employs a staff of at least 15 certificated persons regularly employed as a classroom teacher.

M. "Senior centers" means the three senior centers affiliated with the City: North Berkeley Senior Center, South Berkeley Senior Center and the West Berkeley Senior Center. (Ord. 7391-NS § 1, 2015; Ord. 6762-NS § 1 (part), 2003; Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.040 Permit parking exemption.**

A. A motor vehicle on which is displayed a valid residential parking permit as provided for herein shall be permitted to stand or be parked in the residential permit parking areas for which the permit has been issued without being limited by time restrictions established pursuant to this chapter or any resolution thereunder. Additionally, a motor vehicle displaying a valid local business parking permit or a valid neighborhood-serving community facility permit as provided herein shall be permitted to stand or park in a designated residential permit parking area for which the permit has been issued without being limited by time restrictions established pursuant to this chapter. Any vehicle which does not display a valid parking permit shall be subject to the preferential parking regulation and consequent penalties in effect for such area.

B. A residential or local business parking permit or any other permit as designated by council shall not guarantee or reserve to the holder thereof an on-street parking space within the designated residential permit parking area.

C. This chapter shall not be interpreted or applied in a manner which shall abridge or alter regulations established by authority other than this chapter. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2, (part), 1987)

#### **14.72.050 Designation of a residential permit parking area.**

A. There shall be two alternative processes by which City Council could consider any area for designation as a residential permit parking area:

1. Residents petition. The City Council shall consider for designation as a residential permit parking area any proposed area for which a petition has been submitted which meets and satisfies the following requirements:

a. Prior to obtaining signatures, neighborhood organizers shall consult with City staff to assure that the proposed area meets guidelines set in the administrative regulations for the establishment of permit parking boundaries.

b. The petition shall contain a description or a map showing the proposed residential permit parking area.

c. Said description or map shall be followed in the petition by a statement describing the residential permit parking program and the current residential permit fees.

d. The statement shall be followed by a signature, printed name, address, and date of signing of the application by a number of adult residents including at least 51% of the housing units within the area.

e. All petitions shall be the same as the standard petition form developed by City staff. Any petition form different from the standard petition form shall be deemed invalid for the purposes of this chapter.

f. In the proposed residential permit parking area at least 80% of the block fronts with unlimited on-street parking must be residentially zoned, and at a minimum, 75% of all unlimited on-street parking spaces within the proposed area must be occupied during any two one-hour periods between 10:00 a.m. and 4:00 p.m.

2. City Council initiation. City Council shall consider for designation as a residential permit parking area any area for which the following requirements have been met:

a. City Council shall initiate the area as a residential permit parking area.

b. In the proposed residential permit parking area at least 80% of the block fronts with unlimited on-street parking must be residentially zoned, and at a minimum, 75% of all unlimited on-street parking spaces within the proposed area must be occupied during any two one-hour periods between 10:00 a.m. and 4:00 p.m. or unlimited on-street parking is projected to be impacted by parking spillover from a more congested residential permit parking area.

c. A notice of intent to establish permit parking shall be sent to all addresses within the proposed residential parking permit area.

B. Upon receipt by the City Council of a petition as described in subsection A.1 of this section, or after Council has initiated a residential permit parking area as described in subsection A.2 of this section, the Council shall:

1. Undertake or cause to be undertaken such surveys or studies which it deems necessary.

2. Cause to be drafted a resolution which would establish a residential permit parking area based upon the aforementioned proposal and studies, including all regulations and time restrictions determined by the Council to be reasonable and necessary in such area.

C. The Council shall thereafter conduct a public hearing on said draft resolution. Notice of the hearing shall be posted at least ten days prior to the hearing on all block fronts proposed to be included in the residential permit parking area. Following the hearing, the City Council may enact, amend or reject said draft resolution in any manner, including but not limited to, modification of boundaries of the proposed area and the restrictions imposed on such proposed area. In order to grant permit parking designation, Council shall find that the designation will not be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing in the area of designation. In reaching this decision consideration shall be given to the residents' support for residential permit parking, the existing parking conditions, the expected effectiveness of residential permit parking in improving parking conditions, and the location and size of the residential permit parking area. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.060 Modification after designation of a residential permit parking area.**

A. After holding a public hearing with notice as provided in the Berkeley Municipal Code Section 14.72.050 the City Council may, by appropriate ordinance or resolution amendment, modify a designated residential permit parking area in any manner not inconsistent with this chapter.

B. City Council may exclude blocks from a designated residential permit parking area for which a petition has been submitted which satisfies the following requirements:

1. All petitions submitted after adoption of this chapter shall be the current standard petition developed by City staff. Any petition form different from the standard petition form shall be deemed invalid for the purposes of this chapter.
2. The petition form shall include a signature, printed name, address and date of signing of the petition by a number of adult residents including at least 51% of the housing units within the area proposed for exclusion from residential permit parking designation. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.070 Designation of campus zone--Special regulations.**

In the area designated by Council resolution as the Campus Zone Area I, the following provisions shall be applicable notwithstanding any provisions of the chapter to the contrary:

A. Residents and trapped residents within the general boundary of the Campus Zone shall be eligible for a residential parking permit as set forth in Section 14.72.090 of this chapter.

B. Monitoring and related actions shall be required as follows:

1. 90 days after permits go on sale the City shall conduct a parking occupancy survey of the zone during either the fall or spring academic session of the University of California. Such a survey shall also subsequently be conducted if directed by Council or upon receipt by the staff of a request for such a survey submitted by resident petition of at least 33% of the residential units of Area I. For the purposes of this section, the term "residential unit" shall include, but shall not be limited to, all residential rooms contained in group living quarters. Such petition shall be on a form approved by the staff and shall state that the undersigned residents believe that the occupancy level in the zone exceeds 75%.
2. If the results of either the initial survey or a subsequent survey requested by resident petition indicate that parking occupancy within the zone exceeds 75%, the City Council shall implement programs to attempt to reduce such occupancy to below 75%. Such programs may include but are not limited to the following:
  - a. Expansion of the Sather Gate garage;
  - b. Incorporation of block fronts bordering the Oxford Tract into the Campus Zone Area I;
  - c. Conversion of unused bicycle lanes within the Campus Zone Area I to on-street, residential permit parking;
  - d. Implementation and enforcement of residential permit parking limits earlier in the day in the Campus Zone Area I;
  - e. Allowance of Campus Zone Area I residents to park without restrictions at meters;
  - f. Modification of the Zoning Ordinance to regulate the rental of off-street parking for residential projects; and
  - g. Reduction of the time allotted to non-permit holders to park in the Campus Zone Area I.



3. No sooner than 60 days after the completion of such programs, but not later than 90 days from completion of the survey under subsection B.1, the City shall conduct a follow-up parking survey in the zone. The survey will be conducted during the fall or spring academic session of the University of California and will be delayed if necessary.

4. If the follow-up survey indicates a parking occupancy in the zone of over 75% at the beginning of the next permit year and each year thereafter, the City Council shall authorize the issuance of up to 350 permits in other zones to residents of the Campus Zone according to a method as the Council shall prescribe and according to the following distribution schedule:

Expanded MAGNA, Area C:	2.2%
Elmwood, Area D:	48.4%
Golden Bear District, Area E:	4.3%
Panoramic Hill, Area K:	4.5%
LeConte District, Area J:	40.6%

5. The Department of Finance and the traffic engineering division are authorized to establish rules and regulations consistent with the guidelines set forth in this section of the chapter on the Campus Zone Area I. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.080 Issuance of permits.**

A. Residential, local business and neighborhood-serving community facility parking permits shall be issued by the Department of Finance in accordance with requirements set forth in this chapter. Each such permit shall be designed to state or reflect thereon the identification of the particular residential, local business or neighborhood-serving community facility permit parking area for which it is issued. No more than one residential or local business parking permit shall be issued to each motor vehicle for which application is made.

B. When issuing local business and neighborhood-serving community facility permits, the Department of Finance in consultation with the traffic engineering division shall issue permits such that they will not unduly be concentrated on a specific block front in any given residential permit parking area.

C. 1.No permits shall be issued to residents in newly constructed residential units which do not meet the parking requirements established by the Zoning Ordinance unless a variance for parking requirement set forth in the Zoning Ordinance was issued. In the C-T Zoning District, the R-SMU Zoning District, and portions of the R-S Zoning District where no parking is required for residential uses, no residential parking permits will be issued for occupants of residential units created after the effective date of the Southside Plan. The Current Planning division shall provide a listing of newly-constructed housing units to the Department of Finance.

2. No permits shall be issued to residents of Group Living Accommodations as defined in Chapter 23F.04 that are approved after January 1, 2012, unless the Zoning Adjustments Board specifies otherwise when it approves the GLA. The Current Planning division shall provide a listing of addresses subject to this paragraph to the Department of Finance.

3. In the R-2 and R-2A zoning districts, no permits shall be issued to residents of dwelling units with more than 5 bedrooms to which new bedrooms have been added subsequent to January 1, 2012. The Current Planning division shall provide a listing of addresses subject to this paragraph to the Department of Finance.

4. This subdivision shall not prevent issuance of permits to residents of permitted and legal nonconforming sororities, fraternities and student cooperatives who are not otherwise prohibited from obtaining them.

D. The Department of Finance and the traffic engineering division are authorized to issue such rules and regulations necessary to implement this chapter, and are not inconsistent with it.

E. Parking permits shall not be issued for vehicles for which there is any outstanding City of Berkeley notice of violation of parking rules and restrictions that are unpaid for more than 21 calendar days from the issuance of the parking violation. (Ord. 7240-NS § 1, 2012; Ord. 7225-NS § 1, 2012; Ord. 7210-NS § 1, 2011; Ord. 6762-NS § 2 (part), 2003; Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.090 Residential parking permit.**

A. The City Manager and/or his/her designee shall issue residential parking permits with a term not to exceed of one year to motor vehicles which comply with the requirements set forth in this section.

B. A residential parking permit may be issued for a motor vehicle only upon application of the following person:

1. The applicant must demonstrate that he or she is currently a resident of the area for which the permit is to be issued; and
2. The applicant must demonstrate that he or she has ownership or continuing custody of the motor vehicle for which the permit is to be issued; and
3. Any motor vehicle to be issued a permit must have a vehicle registration indicating registration within the area for which the permit is to be issued.

C. A residential parking permit may in addition be issued for any vehicle in the area regularly utilized by a person who owns or leases commercial property and actively engages in business activity within the particular residential permit parking area. However, no more than one parking permit, or any greater number which the City Council may determine appropriate for the particular residential permit parking involved area, may be issued for each business establishment for a motor vehicle registered to or under the control of such a person.

D. A residential parking permit may be issued for any vehicle utilized in the area by a nonresidential nonbusiness enterprise, such as a church, school, or hospital, located wholly or partially within the particular residential permit parking area. However, no more than one parking permit, or any greater number which the City Council may determine appropriate for the particular permit parking area involved, may be issued for each such enterprise within each permit area for a motor vehicle registered to or under the control of such an enterprise.

E. Any person to whom a residential parking permit has been issued pursuant to this section shall be deemed a permit holder. (Ord. 6762-NS § 3 (part), 2003; Ord. 5974-NS § 1, 1990; Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.100 Local business parking permits.**

A. The Department of Finance shall issue business parking permits with a term not to exceed one year subject to the requirements set forth in this section and in administrative rules and regulations issued pursuant to this chapter.

B. A local business parking permit may be issued only to a person who owns or leases a commercial establishment located in a General Commercial Zoning District, in Zone C-1, and in a Neighborhood Commercial Zoning District, in Zones C-1A, C-1B, C-1C, C-1B(E) (not to exceed one such permit per commercial establishment). The permit is to be issued for a motor vehicle regularly used in the business activity of such commercial establishment for parking such motor vehicle in such designated local business parking subarea, provided that sale of local business parking permits has been authorized by the City Council pursuant to the provisions of this section the City Council finds that residents have reached a general consensus to allow for the sale of local business permits in the area. (Ord. 5974-NS § 1, 1990; Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.105 Neighborhood-serving community facility permits.**

A. The Department of Finance may issue neighborhood-serving community facility enterprise permits with a term not to exceed one year subject to the requirements set forth in this section and in administrative rules and regulations issued pursuant to this chapter.

B. A neighborhood-serving community facility parking permit may be issued to representatives of the following neighborhood-serving community facilities: churches, schools, and senior centers. The issuance of permit can occur no sooner than 30 days after implementation of a residential permit parking area and the following criteria shall be used in establishing eligibility of an enterprise and the number of permits to be issued any enterprise:

1. An enterprise for which there is inadequate off-street parking and no financially feasible way of creating adequate off-street parking on the site of the enterprise;
2. An enterprise for which there is no off-street parking available nearby for lease or rental;
3. The total number of permits issued under no circumstances exceeds the number representing 60% of the enterprise's employees;
4. Distribution of permits shall be through a designated representative of the enterprise who will be responsible for allocation of the permits to employees, or in the case of the senior centers, to users of the enterprise; and
5. Degree of impact on parking conditions for residents and merchants in the area. (Ord. 6762-NS § 4 (part), 2003; Ord. 5972-NS § 1, 1990; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.110 Senior event permits.**

A. The Department of Finance may issue senior event parking permits in accordance with this section and with administrative rules and regulations issued pursuant to this section.

B. In addition to any permits which may be issued to senior center representatives pursuant to Section 14.72.105, senior event parking permits may be issued to representatives of senior citizen groups not affiliated with City of Berkeley-operated senior centers, but which meet on a regularly-scheduled basis at community meeting facilities, such as churches, recreation centers, and community meeting halls, which are located within boundaries of residential permit parking areas. No such permit shall be issued except under the following circumstances:

1. 30 days have elapsed from the date of application; therefore
2. The group applying for the permit is a senior event group for which there is inadequate off-street parking and no financially feasible way to either create adequate off-street parking at the site of the senior event group's regularly-scheduled meeting, or to rent same;
3. The total number of permits issued does not under any circumstances exceed the number representing 60% of the group's membership; and
4. Distribution of permits shall be through a designated representative of the group who will be responsible for allocation of the permits to the group's membership. (Ord. 5974-NS § 2, 1990)

#### **14.72.115 Visitor permits.**

A. The Department of Finance shall issue visitor permits in accordance with this section. A visitor permit shall be of limited duration, but shall otherwise grant to the holder all the rights and privileges of a regular residential parking permit. Visitor permits shall be of two types:

1. One-day visitor permits; and
2. Two-week visitor permits.

B. A visitor permit shall clearly display the date(s) upon which it becomes effective, the license number of the vehicle for which it applies, and shall designate the particular residential permit parking area.

C. A one-day visitor permit shall, during the date indicated upon the face of said permit, exempt the applicable vehicle from parking time restrictions established pursuant to this chapter.

D. A two-week visitor permit shall, for the period of 14 consecutive days commencing upon the date indicated upon the face of said permit, exempt the applicable vehicle from parking time restrictions established pursuant to this chapter.

E. The Department of Finance is authorized to establish rules and regulations, consistent with this chapter, concerning the issuance and display of visitor permits to permit holders.

F. An eligible applicant for a visitor permit shall be any person eligible to obtain a residential parking permit pursuant to criteria set forth in Section 14.72.090 of this chapter, except those persons or enterprises specified in subsections C and D of Section 14.72.090. (Ord. 6762-NS § 5 (part), 2003; Ord. 5974-NS § 3,

1990; Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.120 Posting of residential permit parking area.**

Upon the adoption by the City Council of a resolution designating a residential permit parking area, the Director of Public Works shall cause appropriate signs to be erected in the area, indicating prominently thereon the time limitation, period of the day for its application, and conditions under which permit parking shall be exempt therefrom. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.130 Parking permit fees.**

The annual fee and renewal fee for residential parking permits, for visitor permits, for local business parking permits for neighborhood-serving community facility parking permit or any other permit designated by Council shall be established by Council resolution. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.140 Penalties, liability and enforcement.**

A. Anyone violating or failing to comply with any of the requirements of this chapter shall be guilty of an infraction as set forth in

Chapter 1.20 of the Berkeley Municipal Code.

B. The City Attorney may seek legal, injunctive, or other equitable relief to enforce this chapter.

In addition, the following acts shall be punishable by a fine not exceeding \$500:

1. For any person to falsely represent himself or herself as eligible for a parking permit or to furnish false information in an application therefore.
2. For any person holding a valid parking permit issued pursuant hereto to permit the use or display of such permit on a motor vehicle other than that for which the permit was issued.
3. For any person to copy, reproduce or otherwise bring into existence or counterfeit parking permit or permits without written authorization from the Department of Finance.
4. For any person to knowingly use or display a facsimile or counterfeit parking permit in order to evade time limitations on parking applicable in a residential permit parking area.
5. For any person to change dates on a visitor parking permit.
6. For any person to knowingly commit any act which is prohibited by the terms of this chapter or any ordinance enacted by authority granted by this chapter.

C. The remedies and penalties provided in this section are cumulative and not exclusive. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)

#### **14.72.150 Administrative regulations.**

The Finance Department and the Public Works Department are empowered to issue rules and regulations consistent with this chapter. (Ord. 5908-NS § 1, 1989; Ord. 5803-NS § 2 (part), 1987)



**The Berkeley Municipal Code is current through Ordinance 7400-NS, passed April 7, 2015.**

Disclaimer: The City Clerk's Office has the official version of the Berkeley Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

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City Clerk (<http://www.cityofberkeley.info/clerk>), 2180 Milvia Street, Berkeley, CA 94704  
Questions or comments? Email: [clerk@cityofberkeley.info](mailto:clerk@cityofberkeley.info) (<mailto:clerk@cityofberkeley.info>) Phone: (510) 981-6900

## Chapter 1.20 GENERAL PENALTY\*

### Sections:

- 1.20.010 Penalty for violation of Charter or ordinance provisions.
- 1.20.020 Discretion to charge violations as infractions.
- 1.20.030 Specific restitution required.
- 1.20.040 Community service--When authorized--Purposes.
- 1.20.050 Probation not authorized.

\*For Charter provisions making violations of City ordinances a misdemeanor, see Charter § 114.

### **1.20.010 Penalty for violation of Charter or ordinance provisions.**

A. Unless otherwise specified by ordinance, the violation of any provision of the Charter or of any ordinance of the City shall be deemed a misdemeanor, as provided in Section 114 of the Charter. Except where a different punishment is prescribed by ordinance, any person convicted of a misdemeanor under the Charter or ordinances of the City shall be punished by a fine of not more than one thousand dollars, or by imprisonment not to exceed six months, or by both such fine and imprisonment.

B. Each and every day during any portion of which any violation of any provision of the Charter or ordinances of the City is committed, continued or permitted shall be deemed a separate offense, and may be punished accordingly. (Ord. 5715-NS § 1, 1986; Ord. 5499-NS § 1, 1982; Ord. 4869 § 1, 1976)

### **1.20.020 Discretion to charge violations as infractions.**

A. 1. Except for those violations that this code expressly requires be charged solely as either an infraction or a misdemeanor, any violation of any ordinance of the City or any provision of any ordinance may be charged, in the discretion of the enforcing officer or City Attorney, as a misdemeanor or an infraction.

2. A violation may be charged as a misdemeanor if the offender has been warned to discontinue the conduct constituting an infraction, but continues to do the conduct.

B. Penalties for Infractions. Pursuant to California Government Code Sections 36900 and 36901, the penalty by fine for infractions shall be as follows:

1. A fine not exceeding one hundred dollars for a first violation;

2. A fine not exceeding two hundred dollars for the second violation;

3. A fine not exceeding five hundred dollars for each additional violation of the same section of the same ordinance within one year.

C. Misdemeanors. Unless otherwise specified, upon a third or subsequent conviction of the same section of any City ordinance, designated punishable as an infraction, committed within a period of one year, the fourth violation may, at the discretion of the City Attorney, be charged as a misdemeanor punishable by a fine of not more than one thousand dollars or by imprisonment in the county jail not to exceed six months, or by both such fine and imprisonment.

D. Person. "Person" includes any individual, firm, association, organization, partnership, business trust, joint venture, corporation, company, or any other organization or group of persons acting in concert, whether as principal, agent, employee, manager, lessee, servant, officer, or otherwise.

E. Civil Action. In addition to any other remedies provided in this section, any violation of this section may be enforced by civil action.

F. Authority to Issue Citations. In addition and supplementary to the provisions of the Penal Code relating to public offenses and the authority of peace officers, the City Council hereby designates the City Manager and the following employees who are classified (or who may hereafter be classified by some other appropriate designation with substantially the same duties) as enforcement authorities for violations of City ordinances: chief of codes, inspection and zoning, zoning officer, building inspection supervisor, housing inspector, building inspector, project coordinator, license and collection supervisor, senior field representative, field representative, fire chief, deputy fire chief, assistant fire chief, fire marshal, deputy fire marshal, assistant fire marshal, fire inspector, parks/marina superintendent, parks/marina administrative analyst, marina supervisor, forestry supervisor, senior gardener

supervisor, gardener supervisor, tree trimmer supervisor, tree topper supervisor, public works maintenance superintendent, senior public works supervisor, assistant city engineer, senior civil engineer, traffic engineer, assistant traffic engineer, associate civil engineer, assistant civil engineer, junior civil engineer, engineering inspector, recycling program administrator, refuse superintendent, senior refuse supervisor, refuse supervisor, chief of environmental health, supervising sanitarian, sanitarian, assistant sanitarian, vector control technician, animal services supervisor, animal control officer and hazardous materials specialist. Such public officers or employees may issue a citation and notice to appear in the manner prescribed by Chapter 5c of Title 3, Part 2 of the Penal Code (or as the same may hereafter be amended). It is the intent of the City Council that the immunities prescribed in Section 836.5 of the Penal Code be applicable to public officers or employees or employees acting in the course and scope of employment pursuant to this chapter.

G. Severability. If any provision of this ordinance is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated. (Ord. 6845-NS § 1, 2005; Ord. 6710-NS § 1, 2002; Ord. 6296-NS § 1, 1995; Ord 5715-NS § 2, 1986; Ord. 5590-NS § 1, 1984; Ord. 5499-NS § 2, 1982)

#### **1.20.030 Specific restitution required.**

A. Whenever any violation of which a person is convicted is capable of being corrected by that person, the court shall order as restitution that said person make such correction by a date certain, in addition to paying any penalty assessed pursuant to Section 1.20.020.

B. As used in this section, "correction" includes, but is not limited to, removal of an illegal physical condition or, if possible, legalization thereof by prompt application for, and issuance of, any permit that may be required under City ordinance, or obtaining any and all required permits for conducting any activity.

C. Specific restitution orders pursuant to this section may be enforced by civil or criminal contempt. (Ord. 6298-NS § 2, 1995)

#### **1.20.040 Community service--When authorized--Purposes.**

A. Whenever the court finds, based on a factual showing of indigence, that a person convicted of an infraction violation of any City ordinance is unable to pay the monetary penalty assessed by the court, the court shall order that person to perform community service, as specified herein.

B. Any community service ordered pursuant to this section shall be designed to:

1. Require the defendant to either directly cure the particular violation for which he/she is convicted, or, if a direct cure is not possible, otherwise provide nonpecuniary restitution to the community for the damage caused by the illegal actions for which he/she was convicted; and

2. Deter similar illegal conduct by the defendant or others. (Ord. 6298-NS § 2, 1995)

#### **1.20.050 Probation not authorized.**

This code does not authorize probation for violation of any City ordinance. (Ord. 6298-NS § 2, 1995)

**The Berkeley Municipal Code is current through Ordinance 7400-NS, passed April 7, 2015.**

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## Permit Parking Program

[Parking Maps](#)

[Parking Citations](#)

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### FAQ'S

1. [Where can I park in downtown Los Gatos?](#)
2. [Can I park my car on the street overnight?](#)
3. [I received a parking ticket. How soon do I have to pay?](#)

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## Permit Parking Program

The Town of Los Gatos issues residential and employee parking permits for specific locations in Town. There are six Residential Parking Permit Districts close to downtown Los Gatos and there is one Employee Permit District. The parking permits are valid only for residents and businesses in those specific districts and allow unlimited parking to permit holders within their district.

Permits can be purchased at the Los Gatos-Monte Sereno Police Department from 9:00 a.m. to 4:00 p.m. Monday-Thursday and 9:00 a.m. to 1:00 p.m. Friday. Applications and forms may also be mailed to the Los Gatos-Monte Sereno Police Department at 110 E. Main Street, Los Gatos, CA 95030.

For more information about parking permits please read the Policies & Procedures form below, or

### Residential Parking Permit Districts

- **Almond Grove District** - streets include a section of West Main Street ending at Bay View, Wilder Avenue, sections of Nicholson, Tait, Bachman and Almendra Avenue
- **Broadway District** - Broadway Avenue
- **Edelen/University District** - streets include University Avenue from Mullen to Bachman Avenue, Mullen, Bentley, Miles and Edelen Avenue
- **Olive District** - Olive Street
- **Leroy District** - Leroy Avenue
- **Bella Vista/Jackson Avenue/East Main Street District** - streets include a section of Bella Vista Avenue, Jackson Street and designated spaces in front of 258 East Main Street

### Business Owner/Employee Parking Permit District (available only for the following locations:)

- **Olive Zone** - streets include the south side of East Main Street from Pageant Avenue to Alpine Avenue, Pageant Avenue, Church Street, sections of Villa Avenue and Jackson Street.

### Special Event Parking Permits and Permits for Construction Vehicles

- Special Event Parking Permits can be purchased by resident permit holders for their guests.
- Special Event parking permits are for use in residential areas only.

- [Parking permits can be purchased for construction vehicles working in the permit districts.](#)

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## **Applications and Forms**

[Residential Parking Permit Policies and Procedures](#)

[Application for Residential Parking](#)

[Verification of Tenant Residency](#)

[Cancellation of Permits](#)

[Vehicle and Permit Change Form](#)

[Application for Special Events](#)

[Business Owner/Employee Policies and Procedures \(Olive Zone\)](#)

[Business Owner/Employee Parking Permit Application \(Olive Zone\)](#)

[Neighborhood Parking Plan Process](#)



**LOS GATOS/MONTESERENO POLICE DEPARTMENT**  
110 E. MAIN STREET, LOS GATOS, CA 95030 - (408) 354-6853

**RESIDENTIAL PARKING - POLICIES & PROCEDURES**

If you are a resident of one of the **DESIGNATED RESIDENTIAL PARKING DISTRICTS** listed below which was authorized by **Town Resolution 2001-145**, you are entitled to Residential Parking Permits for vehicles registered to your residence address. Permits allow you to park at any time in your designated area and **exclusively** during certain hours. Permits are valid only in your designated district.

- **ALMOND GROVE** permit only from 6:00 p.m. to 9:00 a.m. daily and all day Sunday
- **BROADWAY** permit valid from 9:00 a.m. to 6:00 p.m. Monday - Friday
- **EDELEN/UNIVERSITY** permit only 6:00 p.m. to 9:00 a.m. daily (100 block Edelen valid 24 hours daily).
- **BELLA VISTA, JOHNSON AVE, LG BLVD. EXT., VILLA AVE. AND CROSS WAY** permit valid 7:00 a.m. to 4:00 p.m. Monday - Friday
- **JACKSON** permit only between 6:00 p.m. to 9:00 a.m. daily and all day Sunday
- **EAST MAIN** permit valid from 7:00 a.m. to 4:00 p.m. Monday - Friday
- **OLIVE ST and SAN BENITO** between **THURSTON AVE. and OLIVE ST.** permit only 24 hours daily.
- **WEST MAIN STREET** permit only 6 p.m. to 9 a.m. daily

**PROOF OF RESIDENCY and VEHICLE REGISTRATION IS REQUIRED.**

- Vehicle registration (copy) for each vehicle registered to the permit holder.
- Valid California driver's license registered to the parking district address.
- If tenant, a completed **Verification Form**, verifying your residency at the parking district address and a completed **Cancellation Form** canceling any prior renter, both from Owner or Agent.
- Proof of ownership document or deed if vehicle is new, registration is not current or you are a property owner not residing at the residence.
- You may register no more than four (4) vehicles per address.
- There is a \$39.00 (thirty-nine) dollar annual charge per vehicle for parking permits.
- If you **ADD** or **DELETE** a vehicle you must complete a **Vehicle Change form**.
- Permits are registered to a vehicle. Permits may not be transferred to any other vehicle for any reason.
- If a vehicle is replaced, the permit on the vehicle that is sold becomes void. Return the invalid permit and a new permit will be issued for the replacement vehicle for an \$18.00 (eighteen) dollar fee.
- **You are entitled to (2) complimentary guest passes per residence with the initial purchase of your primary permit. Guest passes are for guests only and are not to be used for primary resident vehicles.**
- Property owners, who do not reside at their property in the permit area, may purchase one permit for \$39.00(thirty-nine) dollars. Proof of ownership is required.
- A \$34.00 (thirty-four) dollar fee will be charged to replace lost permits. Damaged permits will be replaced for an \$18.00 (eighteen) dollar fee, **if damaged permits are returned.**
- Permit forms are available at the Town of Los Gatos Police Department, 110 E. Main St., Los Gatos. Renewals may be mailed to Town of Los Gatos Police Department, 110 E. Main Street, Los Gatos, CA 95030. Office hours are 9:00 a.m. to 4:00 p.m. Monday thru Thursday and 9:00 a.m. to 1:00 p.m. Friday, excluding weekends and holidays.

**PERMIT MUST BE PLACED on the LEFT REAR BUMPER or the LOWER LEFT CORNER OF THE REAR WINDOW. VISITOR HANG TAGS and "Special Event" permits MUST BE PLACED ON THE REAR VIEW MIRROR (printed side toward windshield.) Permits must be placed on outside of window if windows are tinted. Vehicles with permits that are not visible may be cited.**

**Permit is only valid in the district for which it is issued.** If you move to another parking district you must re-apply and purchase a new permit at \$39.00 (thirty-nine) dollars each.

"Special Event" permits are available at a non-refundable fee of \$10.00 (ten) dollars for the first permit and \$2.00 (two) dollars for each additional and are valid only for the date issued and the specific district on the permit.

**It is your responsibility that both your vehicle and guest vehicles have valid permits which are visibly placed.**



LOS GATOS-MONTE SERENO POLICE DEPARTMENT

110 E. MAIN STREET, LOS GATOS, CA. 95030

408-354-6853

APPLICATION FOR RESIDENTIAL PARKING PERMIT

Please read the following information before completing this application. List all automobile licenses accurately. Present identification, completed application form and VERIFICATION OF RESIDENCY FORM, if you are a tenant. Mail or bring to the Los Gatos-Monte Sereno Police Department to purchase your Residential Parking Permit(s).

Please check the location of your residence:

- Almond Grove Broadway Edelen/University Olive Bella Vista/Jackson/Villa Ave.

Please print clearly

Form with fields for Date, Permit Valid from, Property Address, Zip, Apt/Unit #, Property Owner, APN, Applicant(s) Name, Home Phone, Work Phone, E-Mail.

Table with columns: VEHICLES REGISTERED TO RESIDENCE ADDRESS (\$38 annual fee for each permit), FOR OFFICE USE ONLY. Rows for 1-4 vehicles with fields for make, model, VIN, year, color, license #, permit #, and amount paid.

I hereby certify under penalty of perjury that the foregoing is true and correct as to the facts contained herein and I am a resident of the above listed address and that the vehicle(s) listed are registered to this address with the state of California, Department of Motor Vehicles. I also certify I have read the information regarding the use of this permit and understand the POLICIES AND PROCEDURES as they relate to authorized Residential Parking Permits.

Signature of Applicant

Date

VERIFICATION: Vehicle Registration for each Vehicle Verification of Tenant Form Valid California License registered to address

APPROVED AND ISSUED BY:



## LOS GATOS MONTE-SERENO POLICE DEPARTMENT

110 EAST MAIN ST., LOS GATOS, CA 95030

### VERIFICATION OF TENANT RESIDENCY RESIDENTIAL PARKING DISTRICT

**Owners of Rental Property**

**This form is required if you have new tenants**

NO NEW PERMITS WILL BE ISSUED TO YOUR ADDRESS  
UNLESS THIS VERIFICATION IS COMPLETED

**Tenant Applicant**

**This form is required if you are renting, leasing or subleasing**

I certify that I am the OWNER (or Realtor/Agent representative) of the property located at:

ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_ APT NO. \_\_\_\_\_

ASSESSORS PARCEL NUMBER \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TENANT APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_

I further understand that if this person should move from the property it is my responsibility to complete a CANCELLATION FORM and return it to the Los Gatos-Monte Sereno police Department before another application can be issued to this address.

I hereby certify, under penalty of perjury, that I am the owner/agent of the above property and that the person listed above is entitled to Residential parking as outlined in the Policies and Procedures governing the parking district in which my property is located.

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Owner Address    City    State    Zip



**Los Gatos-Monte Sereno Police Department**

110 E. MAIN STREET  
LOS GATOS, CA 95030  
(408) 354-6853

**Owners of Rental Property**

THIS FORM IS REQUIRED IF YOUR TENANT HAS MOVED  
NO NEW PERMITS WILL BE ISSUED TO YOUR ADDRESS UNLESS THIS CANCELLATION IS COMPLETED

**CANCELLATION OF PERMIT(S) FOR  
RESIDENTIAL PERMIT PARKING DISTRICT**

I certify that I am the OWNER (or Realtor/Agent representative) of the property located at

\_\_\_\_\_ Apt.# \_\_\_\_\_  
(Address of Residential Permit Parking Residence)

ASSESSORS PARCEL NUMBER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The person named on the **RESIDENTIAL PERMIT PARKING APPLICATION**

\_\_\_\_\_  
(Print Name of Applicant)

**NO LONGER RESIDES** at this address and is **NO LONGER** entitled to residential  
**Permit Parking.**

PLEASE REMOVE THE NAME FROM YOUR RECORDS **EFFECTIVE** \_\_\_\_\_

I hereby certify that I am the owner/agent of the above property and that the person listed is no longer entitled to residential permit parking as outlined in the Policies and Procedures governing the Parking District in which my property is located.

\_\_\_\_\_  
**Owner/Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title/Company (if applicable)**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Owner Address**



**LOS GATOS-MONTE SERENO POLICE DEPARTMENT**  
 110 E. MAIN STREET  
 LOS GATOS, CA 95030

**RESIDENTIAL PERMIT PARKING DISTRICT  
 VEHICLE & PERMIT CHANGES**

**CHANGE FORM**

**Note:** Please bring in your old sticker when exchanging vehicle information.

Property address \_\_\_\_\_ Apt/Unit: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant(s) \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

1. Last: \_\_\_\_\_ First: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

2. Last: \_\_\_\_\_ First: \_\_\_\_\_ Email Address: \_\_\_\_\_

<b>**NOTE** Please attach a copy of the vehicle registration when you add a vehicle</b>	<b>FOR OFFICE USE ONLY</b>
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD <input type="checkbox"/> NOT RENEWING AT THIS TIME  Make & model of vehicle: _____ VIN# _____ Year: _____ Color: _____ License #: _____	Permit #: _____  Paid: \$ _____
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD <input type="checkbox"/> NOT RENEWING AT THIS TIME  Make & model of vehicle: _____ VIN# _____ Year: _____ Color: _____ License #: _____	Permit #: _____  Paid: \$ _____
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD <input type="checkbox"/> NOT RENEWING AT THIS TIME  Make & model of vehicle: _____ VIN# _____ Year: _____ Color: _____ License #: _____	Permit #: _____  Paid: \$ _____

I hereby certify, under penalty of perjury that the foregoing is true and correct as to the facts contained herein and I am a resident of the above listed address and that the vehicle(s) listed are registered to this address with the state of California, Department of Motor Vehicles. I also certify I have read the information regarding the use of this permit and understand the POLICIES AND PROCEDURES as they relate to authorized Residential Parking Permits.

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

For office use only:  
 VERIFICATION:    9 Vehicle registration for each vehicle    9 Verification of Tenant Form    9 Valid CA Driver's License registered to address

APPROVED AND ISSUED BY: \_\_\_\_\_



LOS GATOS-MONTE SERENO POLICE DEPARTMENT  
110 EAST MAIN STREET, LOS GATOS, CA 95030

## APPLICATION FOR "SPECIAL EVENT" PERMITS IN A RESIDENTIAL PERMIT PARKING DISTRICT

1. "Special Event" permits are valid **ONLY** for the day indicated on the permit.
2. Permits must be visible with **printed side toward the windshield**.
3. Permits are valid **ONLY** for the district issued and will not prevent ticketing if vehicles are parked in other areas.
4. Separate applications must be completed for each event.
5. It is your responsibility to see that each guest displays the "Special Event" permit in the manner indicated.
6. There are **non-refundable charges** of \$10.00 for the first permit and \$2.00 for each additional permit issued.

Please type or print clearly. Please bring completed form to the Los Gatos-Monte Sereno Police Department

EVENT DATE: \_\_\_\_\_

# of Permits Requested: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### FOR OFFICE USE ONLY

Number of Permits Issued: \_\_\_\_\_

( ) Verification of valid preferential parking resident

First Permit: \$ \_\_\_\_\_

Primary vehicle permit #: \_\_\_\_\_

Special Event permit #s: \_\_\_\_\_

Additional Permits: \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

( ) Cash ( ) Check # \_\_\_\_\_

Approved and issued by: \_\_\_\_\_

Copies: 1) To applicant 2) Los Gatos Police Department Parking Control



## NEIGHBORHOOD PARKING PLAN PROCESS

Requests for consideration of neighborhood parking plans must be submitted via a written petition to the Town. Upon acceptance of a petition, initial data may be gathered to establish a better understanding of the reported issues. A determination will be made if there are safety issues requiring immediate attention. If no immediate safety issues are present, Town staff may request a future meeting with the petitioning neighborhood to discuss the gathered data and possible parking modifications. Proposed changes require agreement from 67% of the affected residential households prior to being considered by staff as a possible parking modification. Non-preferential parking modifications may not require council approval for final implementation, while any neighborhood preferred parking modification will require council approval prior to final implementation. Any approved parking modifications will be placed on a project list sequentially in an existing series of projects. Projects may be re-prioritized by the Police Chief or Department of Public Works Director.

## Process

### 1. Petition

A neighborhood petition is required to begin the parking process. The petition must include signatures of at least 50% of the affected residential households. Staff retains the right to define the affected areas. The petition will need to state what specific problems exist, at what time the problems occur, on what days of the week the problems are most significant and suggested potential modifications. Petitions will be reviewed, prioritized and placed on a list. The petition will be discussed with the Transportation and Parking Commission at a scheduled meeting.

### 2. Data Collection

Town staff will collect data to evaluate the request. Items that will be considered during data collection are parking compaction, hours of impact, availability for residential off-street parking, engineering issues such as roadway narrowness, design of the street and general safety issues. Contributing causes to the parking conditions that will be considered are the proximity to a business district, school or a church, and the likelihood that parking controls will negatively affect an adjoining area.

### 3. Informational Neighborhood Meeting

If staff determines that there are issues that justify consideration, they will schedule a neighborhood meeting. The neighborhood meeting will be an information and feedback session. Staff will present the data gathered by the Town and establish the boundaries to define the neighborhood. The neighborhood will be included in the development of possible solutions and potential parking modifications. Additional analysis may need to be conducted after this initial meeting. The meeting should be attended by representatives from the Police and Parks and Public Works Departments and may include representatives from the Transportation and Parking Commission.

### 4. Additional Meetings and Proposed Modifications

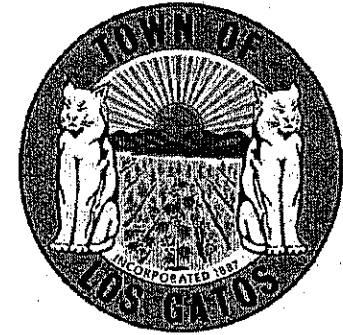
After review of any proposed modifications, staff may convene additional neighborhood meetings to discuss alternatives and determine neighborhood preference and public consensus. The outcomes of the meetings will refine the development of possible modifications. Requested modifications will need the support of 67% of the affected residential households to be implemented. If the required neighborhood

support is not present, staff will identify concerns, report results to the neighborhood and determine the next steps. Prior to staff approval of any parking modifications, staff shall determine if current parking resources have the ability to implement, manage and enforce any increased workload.

#### **5. Implementation of parking Modifications**

Non-preferential parking modifications may not require council approval for implementation. Neighborhood preferential parking modifications will require council approval. Parking plans may be implemented on a trial basis for a set period of time to be evaluated and considered for permanent implementation. Projects will be placed on a project list sequentially in an existing series of projects. Project costs may be a determining factor as to whether a project can be implemented.

Town of Los Gatos  
Police Department  
110 E. Main Street  
Los Gatos, CA 95030

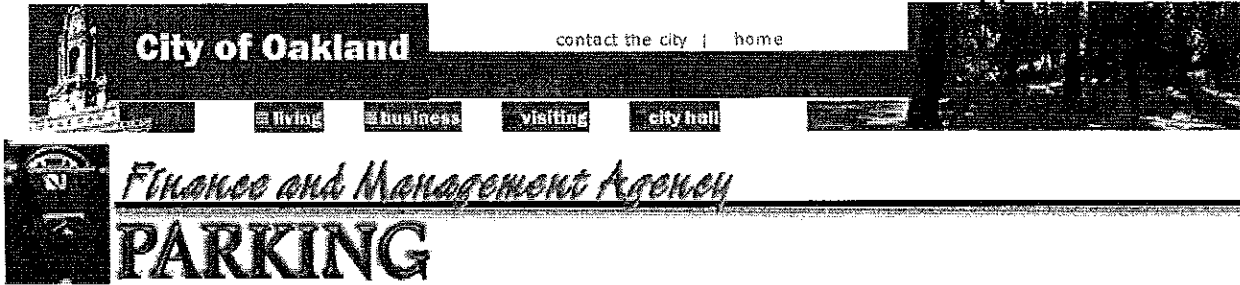


## **NEIGHBORHOOD PARKING PLAN PROCESS**

**Parks & Public Works  
(408) 399-5770**

**Police Department  
(408) 354-8600**

**February 2010**



## Residential Permit Parking (RPP)

### Residential Permit Parking Quick Links:

- Residential Permit Parking Application: [RPP Application](#)
- Permit Placement Instructions: [RPP Placement Instructions](#)
- Online Renewal (only if you received the online renewal letter): <https://pci.etimspayments.com/pbw/include/oakland/rppinput.jsp>
- Pay a parking citation: [www.oaklandnet.com/government/fwawebsite/parking/parking\\_home.htm](http://www.oaklandnet.com/government/fwawebsite/parking/parking_home.htm)

### Residential Permit Parking – Types of Permits

Parking permits are issued to a vehicle registered to an eligible address, not to a person.

There are four different types of permits:

#### 1. Regular Residential Permits (Areas A, B, C, D, E, F, G, I, J, K, L, M, N)

Regular Residential Parking Permits are the annual permits that are valid for 12 months based on the following schedule:

- Area C and M expires June 30th
- Area A, B, D, E expires August 31st
- Area F – L expires December 31st
- Area N expires March 31st

#### 2. Merchant Permits (Areas A, B, C, D, F)

Merchants receive one transferable hanging permit. A current business license is required for the issuance of a merchant permit, in addition to other requirements listed below.

#### 3. Visitor Permits (1-day and 2-week temporary permits for visitors)

Residents may purchase temporary permits for visitors. Visitor permits are hanging permits valid for one day or two weeks. A resident may purchase up to five of both on any calendar day.

#### 4. New Vehicle Permits (90-day temporary permit for new vehicles)

A New Vehicle Permit is a hanging temporary permit valid for 90 days and issued to a new vehicle that does not yet have permanent license plates. Once California license plates have been issued, the New Vehicle Permit must be exchanged for an annual bumper sticker. There is no fee for the exchange.

### Residential Permit Parking – How to obtain a Permit

The City of Oakland requires that all delinquent parking citations be cleared (paid or adjudicated) prior to issuance of any permit for a particular vehicle. To obtain citation information or pay your citation, call 1-800-500-6484 or visit [www.oaklandnet.com/government/fwawebsite/parking/parking\\_home.htm](http://www.oaklandnet.com/government/fwawebsite/parking/parking_home.htm) and select "Pay a Parking Ticket".

All applicants for a permit must fill out and sign the [RPP Application](#) and provide all of the following documents:

#### Residential permits (including Visitor and New Vehicle, and Temporary Permits):

1. Driver's License of applicant (must show address where permit is requested).
2. Current vehicle registration (must be registered in California to the address where permit is requested)
3. Current utility bill (within 30 days and must be gas, electric, water or garbage) or lease agreement at address where permit is requested

**Merchant permits:**

1. Driver's License of applicant
2. Current vehicle registration (must be registered in California)
3. Current Business License

**Fee Schedule for Residential/Merchant Parking Permits\*\*:**

**Regular Residential Permits, New Vehicle Permits, Merchant Permits:**

Residential New Annual, New Vehicle, and Renewal Permits (All Areas except E, M and N).....	\$35.00*
Residential New Annual, New Vehicle, and Renewal Permits (Area E**)	no charge
Merchant New Annual and Renewal Permits (Areas A, B, D and F).....	\$85.00

\*\*In Area E, Area N (first year) and some parts of Areas A and G there is no fee for Residential New Annual, New Vehicle, and Renewal Permits. For more information or to see if your address qualifies, please call 1-800-500-6484.

**Jack London District (Area M - Residential and Merchant):**

New Annual, New Vehicle, and Renewal Permits.....	\$150.00
Two Week Temporary Permit (Residential Accounts Only).....	\$50.00
One Day Visitor Permits (Residential Accounts Only).....	\$10.00

**Temporary and Visitor Permits (All areas except M):**

Two Week Temporary Permit.....	\$5.00
One Day Temporary Permit.....	\$1.00

There is a limit of 5 each for Temporary and Visitor Permits per calendar day.

**Temporary and Visitor Permits (All areas except M):**

Two Week Temporary Permit.....	\$5.00
One Day Temporary Permit.....	\$1.00

There is a limit of 5 each for Temporary and Visitor Permits per calendar day.

**Replacement Residential Permits (All areas):**

Permit Replacement Fee.....	\$10.00
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Completed applications, qualifying documents (required for first time permits, new vehicles, or if you move to a different address), and payment (if required) should be submitted by mail or in person to:

Parking Citation Assistance Center  
 Attn: Residential Parking Permits  
 250 Frank H. Ogawa Plaza, Suite 6300  
 Oakland, CA 94612  
 Hours 9:00 a.m. to 4:30 pm, Monday to Friday excluding Holidays and Furlough Days

**Permit Placement Instructions**

Permits must be displayed properly. For all vehicles except motorcycles, the permit sticker must be placed on the left side of the rear bumper. Vehicles with improperly displayed permits will be cited as having no permit. See the attached diagram for additional information. RPP Placement Instructions

**Residential Permit Parking -- Maximum Allowable Permits by Area**

The maximum number of permits allowed is as follows:

**Permit Issuance Limits:**

The maximum numbers of permits allowed are as follows:

- 1 business permit for merchants (either 2 stickers or 1 transferable permit)
- The same address can have more than 1 business permits if the applicant has a different business license.

- 1 residential permit for residents in area F
- 3 residential permits for residents in areas A, B, C, D, E, G, I, J, K, L
- Area M has no limit
- 2 for Area N

**Residential Permit Parking – Requested Address not on Eligible List**

We cannot issue a permit if the address is not on our list of eligible addresses. To find out how to have your address added to the list, please contact:

City of Oakland

Department of Traffic and Engineering

250 Frank H. Ogawa Plaza, 4th Floor

Oakland, CA 94612

(510)238-3466

The Director -- Accounting -- Information Technology -- Parking -- Personnel -- Revenue -- Risk Management -- Treasury

# Traffic Safety & Parking

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## Facts About Oakland's Infrastructure - Street Lights & Traffic Signals

- Oakland has over 36,000 street lights, with repairs to about 2,000 per year.
- Taxpayers spend about \$3 million on the street light utility bills each year.
- There are 671 traffic signalized intersections

## Transportation Services

Under [Transportation Services \(/Government/o/PWA/o/EC/o/TS/index.htm\)](/Government/o/PWA/o/EC/o/TS/index.htm), you'll find the Traffic Control application to obtain an encroachment, obstruction or excavation permit; information on Residential Permit Parking; Guardrail Information; and Traffic Safety.

## Maintenance of Traffic Signals, Street Lights, Street Signs & Pavement Markings

The [Electrical Services Division \(/Government/o/PWA/o/IO/o/ESTM/index.htm\)](/Government/o/PWA/o/IO/o/ESTM/index.htm) maintains Oakland's traffic signals, street lights, street signs and pavement markings.

## Capital Improvement Projects

You can find information about current capital projects through this [CIP tool \(http://gismaps.oaklandnet.com/cip/\)](http://gismaps.oaklandnet.com/cip/). The projects you will find are those designed to upgrade and improve the City's infrastructure including building facilities, parks/open space, streets, sidewalks and sewers. Projects involving maintenance and repair of existing facilities are not shown here.

## Report a Problem

The [Report a Problem \(/Government/o/PWA/Connect/ReportaProblem/index.htm\)](/Government/o/PWA/Connect/ReportaProblem/index.htm) tool enables you to request a public works maintenance service. Please note that this website is for NON-EMERGENCY services only! For potential emergency situations, call the Public Works Call Center at **(510) 615-5566**.

See also the [Parking Division \(http://www.oaklandnet.com/government/fwaweb/parking/parking\\_home.htm\)](http://www.oaklandnet.com/government/fwaweb/parking/parking_home.htm) under the Finance and Management Agency for information about parking meter operations, enforcement and parking citations.

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# Residential Permit Parking

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Oakland's Residential Permit Parking Program helps ease traffic congestion and parking shortages in residential neighborhoods near BART stations, schools, business districts and hospitals.

- Establishes Residential Permit Parking areas
- Imposes time limit restrictions on parking within permit areas
- Issues parking permits for area residents, exempting them from parking restrictions

**To apply for a residential parking permit:** [Application and petition forms \(/w/OAK036303\)](/w/OAK036303)

- [Resident Permit & Sticker \(/w/OAK036304\)](/w/OAK036304)
- [Business Permit & Sticker \(/w/OAK036305\)](/w/OAK036305)
- [Visitor Permit & Sticker \(/w/OAK036306\)](/w/OAK036306)

# Residential Permit Parking FAQ

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## 1. What is the Residential Permit Parking?

Residential Permit Parking is a special program whereby the City may designate a residential parking area with time limited parking. A resident or a business owner can purchase a parking permit which will exempt them from the time limit parking zone without being ticketed. The program's basic elements are:

- Establish a Residential Permit Parking area
- Impose a time limit restriction on parking within the area
- Issue parking permits for area residents
- Exempt area residents' vehicles with permits from the parking restriction

## 2. What is the Residential Permit Parking Program supposed to do?

The Program provides residents (and business owners in residential neighborhoods) the opportunity to park in neighborhoods where they have difficulty competing with non-resident long-term parkers. This is accomplished by establishing either a two-hour or four-hour parking time limit that is in effect between 8 a.m. and 6 p.m. on weekdays in the designated neighborhoods and allowing residents to purchase parking permits exempting them from these parking restriction. Those vehicles not displaying the special parking permits and exceeding the posted parking time limits are subject to citation.

## 3. Does this program guarantee a parking space in front of a resident's home?

No. The Residential Permit Parking Program does not assure every resident a parking space in an area where parking demand is greater than the number of spaces available. Therefore, it should be pointed out that this program may reduce, but not eliminate, parking congestion in some neighborhoods.

## 4. Does a Residential Parking Permit exempt the permit holder from other existing parking controls and regulations?

No. Permit parking does not allow a permit holder to park in a red, yellow or blue zone, block a driveway, or park during street sweeping hours. It does not exempt a permit holder from any other parking controls and regulations existing in the designated Residential Permit Parking area nor does it exempt a permit holder from any other time limit parking located outside the designated Residential Permit Parking boundaries.

## 5. How long can a vehicle with a parking permit park in one spot?

The maximum consecutive period of time any vehicle may park on a street is 72 hours, and 5 hours for commercial vehicles.

## 6. Who can get parking permits?

All residents (and business owners in residential neighborhoods) within the area covered by a Residential Permit Parking zone are permitted to purchase parking permits to place on their vehicles which will exempt them from the parking time limits.

- [Resident Permit & Sticker \(/w/OAK036304\)](#)
- [Business Permit & Sticker \(/w/OAK036305\)](#)

## 7. How many parking permits can someone purchase?

Residents and business in a Residential Permit Parking area can purchase a parking permit for each motor vehicle they own or lease. A maximum of three parking permits will be issued to any residence except in areas where the demand for parking permits is expected to exceed the number of on-street parking spaces. In those cases, the sale of parking permits may be limited to one or possibly two per residence. Businesses on the other hand, are limited to one, except in area C where they are limited to two.

## 8. Is there a charge for each permit?

Yes. The initial fee for new permits issued between July 1st and December 31st is \$25.00 per vehicle. The initial fee for new permits issued between January 1st and June 30th is \$17.50 per vehicle. Residential Parking Permits are valid through June 30th. Renewals cost \$15.00 per vehicle. Permits for businesses however are \$75 per permit, and \$75 for renewals as well.

**9. What are the conditions for renewing the parking permit for a vehicle?**

A parking permit can be renewed if there has been no change to vehicle ownership and the owner continues to live within the same Residential Permit Parking area.

**10. How is the replacement of a lost, stolen or damaged parking permit handled?**

A lost, stolen or damaged parking permit can be replaced for a fee of ten dollars.

**11. What about visitors?**

Residents may purchase visitor parking permits that will be valid for one to 14 days. No more than five one-day or two 14-day visitor parking permits per household will be issued at any one time.

- [Visitor Permit & Sticker \(/w/OAK036306\)](#)

**12. Is there a charge for a visitor parking permit?**

Yes. There is a \$1.00 per day per vehicle charge for a one-day visitor permit and \$5.00 per vehicle for a 14-consecutive day visitor permit.

**13. Why aren't the parking permits free?**

Fees have been authorized by the Oakland City Council and are intended to recover a portion of the costs associated with administering the program, printing the parking permits and applications, processing permits, holding neighborhood meetings, installing signs and enforcement.

The establishment of Residential Permit Parking areas provides a special City service, which is needed and desired in only a few areas within the City. Since benefits are derived only by those using the service, annual fees have been established to pay for a portion of the program's cost.

**14. What about businesses within a permit parking area?**

A parking permit may be purchased for any vehicle owned or leased by a person who owns or leases commercial property and engages in business activity within the particular Residential Permit Parking area. A business may purchase a permit for each motor vehicle it owns or leases. However, no more than three parking permits may be purchased for each business establishment or motor vehicles registered to or under the control of such an establishment. In areas where the demand for parking permits is expected to exceed the number of on-street parking spaces, the initial sale may be limited to one or possibly two permits per business.

- [Business Permit & Sticker \(/w/OAK036305\)](#)

**15. Is proof of residency required?**

Yes. The applicant must demonstrate that he or she is currently a resident of the area for which the permit is to be issued. This can be done by presenting a photocopy of the current automobile registration or driver's license. Other documents that provide proof of residence such as the most recently paid rent receipt or utility bill (PG&E, telephone or water) are also acceptable.

**16. Is proof of automobile ownership required?**

Yes. The applicant must demonstrate that he or she has ownership or continuing custody of the motor vehicle for which a permit is to be issued. This can be done by presenting a valid automobile registration or lease agreement.

**17. Can parking permits be obtained for vehicles not owned by a resident?**

Yes, as long as the resident can establish that the vehicle is under his or her control and for his or her exclusive use.

**18. Are parking permits transferable?**

No, for residents the permits are issued for specific vehicles only. The permit will be permanently affixed on the rear



left bumper of the resident's vehicle. However for businesses a transferable permit maybe requested that is hung on the rear view mirror, there is no price difference.

**19. Can I obtain permits by mail?**

Yes. Permit application are handled via U.S. mail. For more information call (800) 500-6484.

**20. How does someone initiate a Residential Permit Parking area?**

Individuals requesting the implementation of Residential Permit Parking will be responsible for obtaining signatures from those residents within the proposed Residential Permit Parking area. Call Transportation Services of Oakland Public Works at (510) 238-3466 to obtain an official petition form.

**21. What are the requirements for establishing a Residential Permit Parking area?**

- A petition must be submitted to the City containing signatures representing at least 51% of the residential units in each of the blocks within the proposed Residential Permit Parking area.
- The petition must be signed by residents 18 years or older.
- Petition signing is limited to one signature per household.
- At least six adjacent block fronts should be included in each area.
- At least 80% of each block front must be residentially zoned.
- At least 75% of all on-street parking spaced within the proposed area must be occupied during any two one-hour periods between 8:00 a.m. and 6:00 p.m.

**22. Is it advisable to obtain signatures from residents representing more than 51% of the residential units?**

Yes. It is recommended that those circulating the petition obtain as many signatures as possible. There have been instances where people have changed their mind after signing the petition. If a petition barely meets the minimum 51% requirement and a few people change their mind, the process can be delayed substantially.

**23. Once the petition is turned in, what happens next?**

The petition is evaluated to determine if there are sufficient signatures. If the petition does not have enough signatures, it will be returned so that additional signatures may be obtained. If there are sufficient signatures, a survey is conducted to confirm that the proposed Residential Permit Parking area meets the residential zoning and parking utilization requirements. Once it has been determined that all the requirements have been met, a public hearing will be held to notify the community, receive input from residents, and explain to the residents how Residential Permit Parking works.

**24. How are people notified of the Public Hearing?**

Notice of Public Hearings will be posted at least ten days prior to the hearing on all block fronts proposed to be included in the Residential Permit Parking area. Notice of the Public Hearings will also be advertised in major local newspapers.

- [Example of Public Hearing Flier \(/w/OAK036307\)](#)

**25. Is City Council action required to establish a Residential Permit Parking area?**

Yes. After staff verifies that all requirements have been met to establish a Residential Permit Parking area, a report and a resolution will be submitted to the Council recommending the establishment of such an area. The Council, in public session, will then determine whether or not to establish the Residential Permit Parking area.

**26. What happens after the Council establishes a Residential Permit Parking area?**

The City will mail letters to each known address within the area giving instructions on how to obtain parking permits.

**27. When will the Residential Permit Parking signs be installed?**

A minimum number of parking permits representing at least 50% of the residences in a given block or 15 stickers, whichever is less, must be purchased in each block before signs will be installed. Enforcement of the parking restrictions will not begin until signs are installed in the designated area.

- ♦ Typical Residential Parking Permit Sign (/w/OAK036308)

**28. What happens if the minimum number of permits are not purchased?**

If the minimum number of permits are not purchased within 90 days after Council action establishing a Residential Permit Parking area, money will be refunded and the designated area will be voided.

**29. What if I don't wish to buy a parking permit?**

Purchase of permits is not required. A parking permit will be required if residents desire to park on the street and be exempt from the posted time limit parking restrictions. Only those vehicles with permits can park for a greater length of time than that indicated by the posted restrictions.

**30. If I signed the petition form, must I purchase a permit parking sticker if the plan is implemented.**

No.

**31. If Residential Permit Parking is established on the street I live on and my vehicle has a parking permit, am I exempt from the time limit restriction in other Residential Permit Parking areas?**

No. Your vehicle will be exempt from the time limit restriction on any street with Residential Permit Parking in your area, but not in other Residential Permit Parking areas. Each area is assigned a unique designation (A, B, C, etc.).

- ♦ Typical Residential Parking Permit Sign (/w/OAK036308)

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## Contact Us

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If you have a question that wasn't answered here, please call Transportation Services at (510) 238-3466 between 8:00 a.m. and 4:30 p.m., Monday through Friday. We are located at 250 Frank H. Ogawa Plaza Suite 4344, Oakland CA 94612.

If you have questions about renewing existing permits or purchasing new ones, please call our citation department at (800) 500-6484.

Select a Quick Link

## Preferential Parking Permit Program



### OPTIONS

- Neighborhood Home
- Neighborhood Websites
- Nuisance Abatement
- Conflict Resolution
- Crime Prevention
- Block Party Kit
- Preferential Parking Permit Program
- Street Sweeping

Preferential Residential Permit Parking (PRPP) is a City program that allows residents of qualified neighborhoods to obtain special permits which exempt them and their guests from certain on-street parking time limits or prohibitions in their areas.

### PRPP Eligibility Requirements

An area must meet the following basic requirements, in addition to any others deemed necessary by the City's Transportation Administrator:

- 67 percent of the area's residents must request the program.
- 80 percent of the property in the area must be residential.
- 80 percent of the on-street parking spaces in the area must be occupied during peak parking periods, and at least 25 percent of the vehicles that are parked during the peak periods must belong to non residents of the area.
- The area's boundaries are such that designating it for PRPP will not shift the parking problem to an adjacent area.

### The Permit Parking Process.

Residents circulate and submit a petition from 67% of the proposed area residents. Staff reviews the area eligibility. The Transportation Commission schedules a public hearing. (Notice of the hearing is posted 10 days prior to the hearing on all block fronts proposed to be included in the program area.)

If the area is still deemed to be eligible for the permit program after the hearing, the Transportation Commission submits its recommendations to the City Council. The Council may either adopt, change or reject the proposed resolution designating a neighborhood as a residential permit parking area.

### Types of Parking Restrictions

1. Parking time limits - these set a time limit, such as two hours, for vehicles without permits.
2. Parking prohibitions - these prohibit parking during specified time periods by vehicles without permits.

### Number of Permits Available

Residents of each household can apply for and receive a maximum of three resident permits and two guest permits, that are good for the entire permit year. Special one-day guest permits (for parties, etc.) are also available. Non-resident property owners are entitled to one annual guest permit.

### Cost to Residents

- Annual resident and guest permits cost \$5.00 each.
- The first twenty one-day permits per day are free but there is a \$1 fee for each additional permit.

### Advantages of a Residential Permit Parking area

- Long-term parking by non-residents is reduced or eliminated.
- The amount of on-street parking available to residents and their guests is increased.
- Litter, noise and traffic created by non-residents are decreased.

#### **Disadvantages of Living in a Permit Area**

- Vehicles without permits are subject to parking restrictions, even if they belong to residents or their guests.
- Each year, residents must apply or reapply for permits.
- Signs on which the area's parking restriction is prominently indicated must be posted in the area, creating "visual blight."
- The program does not reserve or guarantee a parking space to any resident of a permit area.

#### **Alternatives to PRPP**

An area can be signed for parking prohibitions or time limits during problem periods of the day. Prohibiting parking for as short a time as two hours a day can effectively eliminate all-day parking by non-residents and make unrestricted parking available during the remainder of the day to residents and their guests. This method of restricting parking is in effect in several neighborhoods in Walnut Creek. For more information, send e-mail to [Julie Jamele](mailto:Julie.Jamele)

#### **Walnut Creek City Hall**

1666 North Main Street, Walnut Creek, CA, 94596

(925) 943-5800 Hours: 8 a.m. to 5 p.m. Monday-Friday

(NOTE: Public counters at City Hall are closed on Fridays)

[About Walnut Creek](#)

[City Government](#)

[Services](#)

[Things To Do](#)

[Online Services](#)

[How Do I...](#)

[Contact Us](#)

Select a Quick Link

## Preferential Residential Permit Parking

### OPTIONS

- Traffic Engineering Home
- Residential Permit Parking
- Downtown Parking
- On-Street Parking
- Valet Permits
- Traffic Count Program
- Speed Survey
- Sight Distance
- Oversize Load Permit
- Report: Street Light Outage
- Informational Topics
- Traffic Engineering Projects
- Traffic Signals

The City Council adopted an ordinance for Preferential Residential Permit Parking (PRPP) in 1989 to improve the quality of life in residential neighborhoods. This program has been successful in resolving residential parking concerns in thirteen City neighborhoods.

Residents of a Preferential Residential Parking Permit (PRPP) area are eligible to apply for up to three resident permits for specific vehicles, and two guest permits for visitors. These permits cost \$15 each, and are renewed on an annual basis.

To apply for permits, please bring the following documentation with you to City Hall:

- Photo Identification
- Proof of Residency (ie: current utility bill, rent receipt, etc.)
- Copy of current vehicle registration (if you want a permit for a vehicle)

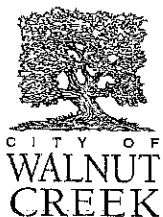
A Preferential Residential Permit Parking [Application](#) is available in Adobe format for your convenience. Simply fill in the necessary information, and bring it with the documentation listed above. Click [here](#) to get detailed information on the PRPP process. To see a list of permit parking areas and restrictions click [here](#)

**After filling out an application, bring it to City Hall 1666 N Main Street. Note: Bring proof of residency, such as a PG&E bill with your name on it, mortgage or lease agreement, etc. and bring photo identification. Also, bring the registration(s) for the vehicles you wish to permit.**



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# RESIDENTIAL PERMIT PARKING APPLICATION

New Application       Additional Permit

### Resident Information

Resident Name	Permit Property Address	Daytime Phone
Optional:	Alternate Phone:	Cell:

Number of Guest Permits Requested (Maximum of 2) \_\_\_\_\_

Shaded area to be completed only by Absentee Owner applying for guest permit – limit 1

Property Owner Name	Owner's Mailing Address	Daytime Phone
Optional:	Alternate Phone:	Cell:

### Vehicle Information (For Resident Vehicle Permits)

Veh	Year	Make and Model	License #	State	Registered Owner
1					
2					
3					

**I REALIZE THAT IT IS A VIOLATION OF LAW TO PROVIDE FALSE INFORMATION ON THIS APPLICATION, AND I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.**

\_\_\_\_\_  
 Signature of Resident Date

----- Do not write below this line -----

### PERMIT AREA \_\_\_\_\_ PERMIT NUMBERS

Guest #1	Guest #2	Res #1	Res #2	Res #3	AMT. PAID

Receipt No.: \_\_\_\_\_      Date Issued: \_\_\_\_\_      Issued By: \_\_\_\_\_

Select a Quick Link

## Residential Parking Permit Information:

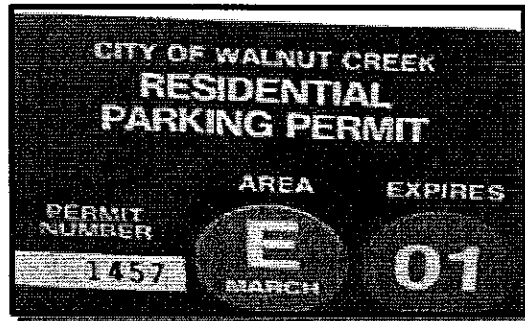
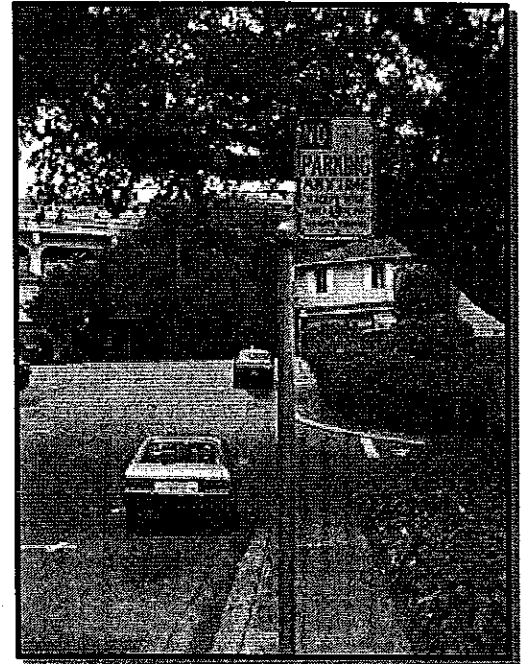
### OPTIONS

- Departments/Divisions Home
- Communications
- Downtown Policing Team
- Investigations
- Parking
- Patrol
- Police Cadets
- Records
- Reserves

It is a Municipal Code violation to park any vehicle in a regulated residential parking area without a proper permit for that specific area. To obtain a permit, visit the Transportation Dept. at City Hall.

### Regulated Residential Areas as of March, 2009:

- Area A:** Almond Ave./ Shuey Av.
- Area B:** Second Ave. / Vartan / Baldwin
- Area C:** Pioneer Ave. ( off Geary Rd. )
- Area D:** San Miguel Dr.
- Area E:** Carmel Dr. / Carmel Ct.
- Area F:** Clemson Ct.
- Area G:** First Ave.
- Area H:** Arkell Rd. / Savannah Cr. / Normandy Ln.
- Area J:** Sheppard Rd / Candelero Dr.
- Area K:** Casa Way ( off San Luis Rd. )
- Area L:** North Gate
- Area M:** Hillside Drive
- Area N:** Hutchinson Ct.



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## PREFERENTIAL RESIDENTIAL PERMIT PARKING

Area	Name	Sticker	Expires	Streets - Address Range	Restrictions
A	Almond/Shuey	Light Blue	Sep 30	Almond Ave. - 1711 - 1973 Almond Ct. - all Brooks St. - all Sharpe Ave. - all Shuey Ave. - 1529 - 1991 except 1725 Stow Ave. - all	No parking any time " " " " "
B	Baldwin/Second	Red	Jul 31	Baldwin Ct. - all Baldwin Ln. - all Cela Ct. - all Gary Lee Ln. - 20 Larkey Ln. - 2752 Montin Ct. - all Second Ave. - 1541 - 1680 Silver Oaks Pl. - 792, 799 Third Ave. - 1570, 1570-B Vartan Ct. - all	No parking 3 am - 1 pm " " " " " " " " " No parking any time
C	Pioneer	Green	Jan 31	Pioneer Ave. - 119 - 199	No parking any time
D	San Miguel	Black	Oct 31	Margarido Dr - all Mt. Diablo Blvd - 1173 - 1179 odd side only San Miguel Dr. - 1602 - 1807 Walker Ave. - 1247-A, 1271 Stoney Ridge Pl - 110 - 141	No parking 9 am - 6 pm, Monday - Saturday " " " "
E	Carmel	Dark Blue	Mar 31	Carmel Ct - all Carmel Dr. - 1485 - 1539 Lincoln Ave. - 1193 - 1229 odd side only	No parking any time " "
F	Clemson	Brown	Dec 31	Clemson Ct. - all Las Juntas Way - 177, 183, 1181	No parking any time "



G	First/Coralie	Dark Blue	Jun 30	Coralie Dr. - 416 - 471 First Ave. - 1941 - 1960 First Ave. - 1961 - 1997	No parking 9 am - 6 pm, Fri. - Sun. & Holidays No parking any time No parking 9 am - 6 pm, Fri. - Sun. & Holidays
H	Carriage Square	Red	Aug 31	Aarles Ct. - all Amberwood Ln n/o canal - all Argonne Dr. - all Arkell Rd. - 1010 - 1765 Beale Ct. - all Biscay Way - all Breton Pl. - all Bristol Ct. - all Carriage Dr. - 1386, 1418 Danielle Ct. - all De Soto Ct. - all Flanders Ct. - all Gill Port Ln. - 2414 - 2459 Kane Cr. - all except 813-859 odd side only Kilarny Ln. - all Normandy Ct. - 2510 - 2511 Normandy Ln. - 80 - 298 Norwich Pl. - all Parish Dr. - all Savannah Cr. - all Savannah Ct. - 920, 921 Shannon Ln. - all Terrebonne Dr. - all Wasden Ct. - all Weaver Ln. - 1835 - 1951 odd side only Winton Dr. - all	No parking 9 am - 3 pm school days "
J	Jillian	Green	Aug 31	Jillian Ct. - all Oakshire Ct. - all Sheppard Ct. - all Sheppard Rd. - 1005 - 1083	No parking 9 am - 11 am, Monday - Friday " " "



## Preferential Residential Permit Parking

**Preferential Residential Permit Parking (PRPP)** is a City program that allows residents of qualified neighborhoods to obtain special permits which exempt them and their guests from certain on-street parking time limits or prohibitions in their areas.

### PRPP Eligibility Requirements

An area must meet the following basic requirements, in addition to any others deemed necessary by the City's Traffic Engineer:

- \* 67 percent of the area's residents must request the program.
- \* 80 percent of the property in the area must be residential.
- \* 80 percent of the on-street parking spaces in the area must be occupied during peak parking periods, and at least 25 percent of the vehicles that are parked during the peak periods must belong to non-residents of the area. (Areas with existing parking restrictions are exempt from this requirement.)
- \* The area's boundaries are such that designating it for PRPP will not shift the parking problem to an adjacent area.

### The Permit Parking Process

Residents circulate and submit a petition from 67% of the proposed area residents. Staff reviews the area for eligibility. If the area is deemed to be eligible for the permit program after the review, the Traffic Engineer may adopt, change or reject the proposed restrictions designating a neighborhood as a residential permit parking area.

### Types of Parking Restrictions

1. Parking time limits - these set a time limit, such as two hours, for vehicles without permits.
2. Parking prohibitions - these prohibit parking during specified time periods by vehicles without permits.

### Number of Permits Available

Residents of each household can apply for and receive a maximum of *three* resident permits and *two* guest permits that are good for the entire permit year. Special one-day guest permits (for parties, etc.) are also available. Non-resident property owners are entitled to one annual guest permit.

### Cost to Residents

- \* Annual resident and guest permits cost \$15.00 each.
- \* Up to twenty one-day permits per day are available at no cost.

### Advantages of a Residential Permit Parking area

- \* Long-term parking by non-residents is reduced or eliminated.
- \* The amount of on-street parking available to residents and their guests is increased.
- \* Litter, noise and traffic created by non-residents are decreased.

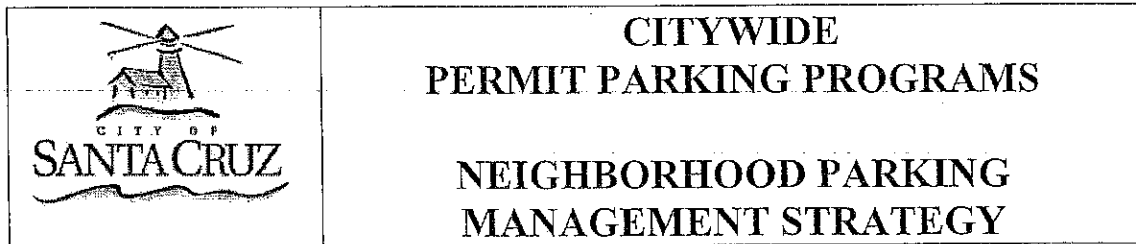
### Disadvantages of Living in a Permit Area

- \* Vehicles without permits are subject to parking restrictions, even if they belong to residents or their guests.
- \* Each year, residents must apply or reapply for permits.
- \* Signs on which the area's parking restriction is prominently indicated must be posted in the area, creating "visual blight."
- \* The program does not reserve or guarantee a parking space to any resident of a permit area.

### Alternatives to PRPP

An area can be signed for parking prohibitions or time limits during problem periods of the day. Prohibiting parking for as short a time as two hours a day can effectively eliminate all-day parking by non-residents and make unrestricted parking available during the remainder of the day to residents and their guests. This method of restricting parking is in effect in several neighborhoods in Walnut Creek.





## CITYWIDE NEIGHBORHOOD PARKING MANAGEMENT STRATEGY

The need to manage neighborhood parking has grown along with changes in vehicle use and residential density. The transportation trend has been one of increased vehicle ownership per household, and increased number of trips per vehicle. Increasing car-ownership and usage is adversely affecting accessibility and mobility in the City of Santa Cruz. The provision of additional road capacity cannot keep up with current travel demand. Parking policy is recognized as an important tool in restricting demand for more roads, and enhancing the urban quality of the city. It also plays an important role in the success of inter-modal passenger transportation systems. Local authorities must implement these parking policies.

The growth in vehicle ownership, and vehicle miles driven, has brought with it a host of problems associated with parking behavior in residential neighborhoods. When the on-street parking in a residential neighborhood is impacted by out of area parkers, residents who live there may contend with some or all of the following problems: 1) lack of guest parking, 2) late night noise, 3) difficulty accessing driveways, 4) intersection safety, 5) additional auto theft, 6) interference with weekly refuse collection, 7) difficulty with curbside mail delivery, 8) additional trash and deterioration of landscaping, and 9) a perceived loss in personal safety and privacy. Residents have found it more difficult to monitor neighborhood watch programs when unidentified non-residents are parking in the neighborhood. All of these issues cause residents to pursue neighborhood parking management through the city's established permit parking program areas, and to lobby for new program areas.

Compounding this transportation trend is an increase in residential density. The high cost of housing in Santa Cruz has resulted in more secondary units, garage conversions, subleasing of spare rooms, and communal households. These housing configurations result in greater on-street parking demand, intensifying the need to manage the on-street parking as a resource for residents. While residents or employees may point to addressing the housing demand side of this equation, that is not the purview of the Public Works Department. Land use issues, zoning density, and zoning enforcement are implemented by the Planning Department and the City Council. It is not the goal of the neighborhood parking program to function as a control on the number of residents living in a dwelling unit. However, recent policy decisions point in a direction that indicate more importance is being placed on using valuable land to house people rather than vehicles. A recent housing development on the Westside of Santa Cruz has allowed the use of on-street parking to help meet the parking demand generated by the residential complex.

The reduction in single occupant vehicle trips has been identified as a key goal of the City's Master Transportation Study (MTS) in an effort to manage congestion within the City of Santa Cruz by the year 2020. The neighborhood parking management strategy is intended to support the congestion management goals of the MTS. To avoid gridlock in the year 2020, the City will need to move more people to alternative modes of transportation for a greater number of trips. The ability to generate ongoing funding to promote alternative transportation programs and goals through parking management has the possibility of creating a system that frees up parking for those who need it while funding alternatives necessary to create a change in commute behavior. This funding will be difficult to find on an ongoing basis absent the introduction of pay parking. This approach has the ability to provide both a financial disincentive to driving alone along with incentives to move drivers to commute alternatives.

This policy is being developed at a critical time when City resources are scarce. Staff time is being directed toward maintaining revenue generating programs, and expanding those programs in a way that may allow the City to provide residents with additional service while meeting long-term transportation goals. Implementation of permit parking programs, when requested by residents, provides revenue to support the Parking Services Program. These programs may also provide funds that could return a benefit to residents for sharing their street frontage with non-resident parkers.

#### PROPOSED PERMIT PARKING POLICY

The new permit parking policy proposes that on-street parking in the City of Santa Cruz is a resource to be managed for the benefit of residents, residents's guests, commute parkers, employees, and businesses. This policy forms the basis for a revised ordinance. Residential permit parking controls intended to respond to non-resident parking demand adjacent to large parking generators. The policy has the following goals: 1) to charge for parking where it is currently free, 2) to manage the on-street parking supply as a dual resource for residents and visitors, 3) promote and fund alternatives to driving alone, 4) promote and fund the connection between alternative commute options and better health, and 5) promote and fund Transportation Demand Management (TDM) programs and parking programs from parking permit revenue.

On-street parking is a resource that should reflect part of the true cost of driving. By charging parkers to park on-street, the city can help manage the parking impacts while generating revenue to support parking management programs, neighborhood transportation plans, TDM programs, and other sustainable transportation incentives. New parking programs will require additional administrative and field staff. Residential permit parking programs will use funds collected from residents to pay for administrative costs. Funds generated from parking citations may be used to support the parking enforcement operation and General Fund. Commuter permit revenue may be used to fund Neighborhood Traffic Plans (NTP), and alternative commute programs. In this manner, the administration and operation of these parking programs become self-supporting and also provides funds for sustainable transportation programs. Supporting NTP programs

with permit parking revenue can help improve bicycling and walking trips through the development of bicycle boulevards, sidewalks and other livable streets designs.

Implementation of new permit parking programs would encompass all streets in the proposed zone at the start of the program. This removes the administrative burden of implementing controls on a block-by-block basis and addresses the spill-over parking issue at the start of the program. Residents would have an opportunity to opt out of the permit program on a block-by-block basis. Blocks that opt out of the program should remain out of the program for a period of two years. Each household would receive one vote whether owner or renter occupied. The petition criteria would be set at 67% of households on a block. A two-year delay to re-join the program is intended to reduce costs to the city for signage and administration.

The permit parking program would have two elements: one for residents, and a second for commuters. The proposed parking restrictions would generally have the following controls: 2-hour time-limited parking, with the days and months to be determined by the program's needs and the available resources to service the program. The 2-hour time limits are intended to provide more flexibility for resident's guests. Overnight parking controls may be implemented as a tool to assist in the enforcement of vehicle storage issues.

The existing number of resident parking permits per household is carried forward from the current programs: 3 Annual Resident, and 2 Annual Guest Permits per household. A household is considered a valid address. Current annual permit rates for residents are \$15-20 per year depending upon the program area. Daily Permits will be available in a quantity of 30 per household per year at a cost of \$1/each, and may be used by residents or their guests.

On-street parking along non-residential frontage would be reserved for parking generators. The monthly commuter permit would be targeted to non-residents. Those blocks that have a day-time peak parking occupancy of 75% or less per block face would be able to accommodate 2-4 daily commuters per block face. It is not the intension of the city to oversell Commuter Permits even when capacity may allow for more parkers than 2-4 per block face. The Commuter Permit parkers would be assigned a particular block face location, and not be allowed to park overnight. Rates for the Commute Permits would begin at \$20/month. This rate is similar current monthly pay parking rates at downtown public parking facilities (\$16 - \$31/month).

No overnight vehicle storage would be allowed. The City would continue its practice of enforcing the 72-hour abandoned vehicle law upon complaint. The overnight parking restrictions would be enforced by the Police Department upon complaint.

# **RESIDENTIAL PARKING PERMIT PROGRAM**

All Links on this page are PDFs

Parking Permits are sold at the Parking Office, 124 Locust Street.  
Call 831-420-6100 for more information.

## **Permit Purchasing Criteria - Proof of Residency**

## **Landlords - List of Current Tenants**

## **Residential Vehicle Statement**

## **Residential Program Mail-in Application**

### **Beach Area**

- **Information and Guidelines**
- **Map**

### **Downtown**

- **Information and Guidelines**
- **Map**

### **Eastside**

- **Information and Guidelines**
- **Map**

### **Commuter**

- **Parking Information and Guidelines**

### **Lighthouse/Cowell**

- **Information and Guidelines**
- **Map**

### **Seabright**

- **Information and Guidelines**
- **Map**

### **Westside**

- **Information and Guidelines**
- **Map**



## **PROOF OF RESIDENCY**

### **For Residential Program Areas**

The guidelines below assume that the address is within the permit zone and the address has permit availability. Any person requesting a residential permit must first establish their identity. This may be done by presenting current (non-expired) identification that includes a picture.

Resident must meet one (1) of the following:

1. The permit address is listed on either the resident's valid registration/s or identification.
2. The permit address is not listed on either the resident's registration/s or identification.

The applicant must present a **current** month's SCMU bill, Cable bill, SBC bill, or PG&E bill in the resident's name for the permit address (a closing bill will not be accepted). A new renter may also present their rental contract as proof of residency (rental contract must be typed, unaltered, and less than 45 days old). A new owner May present purchase/title papers in place of a rental contract within 45 days of purchase.

If the utility bills are not in the person's name, we will ask for two (2) other sources of **current** proof of residency. Some possible choices are: Credit Card Bill, Bank Statement, Printed Checks, Car Insurance, Other bills, Pay-stubs, Health Insurance notification, and other correspondence of an official nature. If the proof of residency is satisfactory, we will sell the permits.

**Policy exceptions to 10.41.080 that the permitted vehicle is owned by the resident:**

- The vehicle is owned by a family member or other person. The resident may provide proof that they are the insured driver of the vehicle, or the vehicle owner may complete the City's Statement of Facts for Vehicle Use form, indicating the individual requesting permits is in control of the vehicle.
- It is a company owned vehicle. A business card or pay-stub showing the resident as an employee of the company or the vehicle owner may complete the City's Statement of Facts for Vehicle Use form, indicating the individual requesting permits is in control of the vehicle.

These general guidelines do not supersede the good judgment of experienced staff that has reason to request additional documentation or conversely has reason to issue the permit with less documentation.

# LIST OF CURRENT TENANTS

Date: \_\_\_\_\_

Address: \_\_\_\_\_ # \_\_\_\_\_

All of the tenants listed below currently reside at the address above and are on the attached rental contract.

\_\_\_\_\_  
Owner/Landlord name

\_\_\_\_\_  
Owner/Landlord signature

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant name

This document is valid for 45 days from the date signed, along with the current rental contract, in providing the Parking Office current proof of residency for the purpose of obtaining a parking permit.



**PARKING OFFICE**

124 Locust Street, P.O. Box 1870, Santa Cruz CA 95061-1870 • 831 420 6097

**RESIDENTIAL PROGRAM  
STATEMENT OF FACTS ON VEHICLE USE**

**VEHICLE INFORMATION:**

License Plate: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_

**USER OF VEHICLE:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Relationship to owner: \_\_\_\_\_

The above named "user of vehicle" is the sole user and person in control of my vehicle.

\_\_\_\_\_  
Signature of Vehicle Owner

\_\_\_\_\_  
Date

**Attach copy of vehicle owner ID**

# ACT NOW AND APPLY BY MAIL!

Save time, avoid any line, and order your permits by mail.

**TWO REQUIREMENTS:**

1. Postmark your application with payment **two weeks before** your program begins.
2. Your Ca. drivers license/s and vehicle/s registration on file at DMV **must** show your current address in the permit program area. **List both names and drivers licenses for spouse/partner joint applications.**

If your information at DMV is not current, apply in person now and update it to be ready for next year. Applications not meeting the current address requirement will be returned unprocessed. Applications sent after the two week window before the program starts will be processed, but may not be mailed out until after the start of the program. Citations issued due to late application will not be dismissed.

**PERMIT APPLICATION:**

- Legibly fill out the application below. You can apply for up to 3 Residential permits and 2 Guest permits. These permits are \$25 each. The Daily permits are \$2 each, and you may request up to 30 daily permits.
- Enclose a check or money order payable to the City of Santa Cruz for the total amount due.
- Mail the application and payment to: City of Santa Cruz Parking Office  
P.O. Box 1870  
Santa Cruz, Ca. 95061-1870
- If you have any questions, please call the Parking Office at 831-420-6097. Office hours are Monday through Friday, 10am to 5pm. The office is located at 124 Locust St., Santa Cruz, Ca. 95060.

## RESIDENTIAL PERMIT *MAIL-IN* APPLICATION

Ofc. Key:

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_  
 Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

Address \_\_\_\_\_ Santa Cruz, Ca. 95060

Mailing Address (if different) \_\_\_\_\_

Drivers License/Calif ID#’s: \_\_\_\_\_ / \_\_\_\_\_ Daytime Phone : \_\_\_\_\_

Office Use:
Permit #/ Date Issued
_____
_____
_____
Office Use:
_____
_____
Office Use:

**Resident Permit/s: LIST INFO FOR EACH VEHICLE:**

License Plate:	Make:	Year:	Car Reg. Expires:	Cost: \$25 ea.
_____	_____	_____	_____	= \$ _____
_____	_____	_____	_____	= \$ _____
_____	_____	_____	_____	= \$ _____

**Guest Permit/s:** None  One  Two  = Cost: \$25 ea. \$ \_\_\_\_\_

**Daily Permit/s:**  
**LIST NUMBER REQUESTED:** \_\_\_\_\_ x \$2.00 EA. = \$ \_\_\_\_\_

**TOTAL COST TO REMIT \$ 0**

Mail application and check or money order (to City of Santa Cruz) for total by date listed above.  
***TO APPLY IN PERSON, BRING IN ALL DRIVER’S LICENSE/S & REGISTRATION/S LISTED!***

## DOWNTOWN RESIDENTIAL PERMIT INFORMATION

Permits for the Downtown Residential Parking Program are available at the City Parking Office. The Parking Office is located at the Locust Garage, 124 Locust Street, in downtown Santa Cruz. Office hours are 10 AM to 5 PM, Monday through Friday, including the lunch hour. If you have special circumstances please call the Parking Office at 420-6097. **City offices will be closed 12/21/13 through 1/5/14. We have changed the annual start date of this program to February 1<sup>st</sup> of each year. Your current 2013 permit will be valid through 1/31/14.**

### PARKING RESTRICTIONS:

The permit program is enforced February 1<sup>st</sup> through January 31<sup>st</sup> during posted hours. If you park in the program area longer than the posted time limit or park in permit only areas without a permit you are subject to a \$58.00 citation. If you park at an expired exempt meter without a permit you are subject to a \$38.00 citation.

### PERMIT AVAILABILITY AND COST:

Residents may purchase up to three (3) annual residential permits and two (2) annual guest permits per household. These parking permits cost \$25 each. Residents may also purchase up to thirty (30) daily permits per household each year for \$2 each. Daily permits may be purchased individually or several at a time. Parking permits will only be issued to residents who provide proper identification. Additional permits may be purchased upon request and with approval from the Director of Public Works. **Guest permits are never valid in a resident's vehicle.** All permits are issued to park at the residence for which they were purchased. Park as close to the address as is possible, never further than 3 blocks away. Please come prepared to purchase your permit/s.

### IN-PERSON PERMIT APPLICATION:

To apply for your permits you will need to bring the following documentation:

- 1.) Your picture ID.
- 2.) Your vehicle registration for the vehicle(s) you wish to have permits issued for.

If your current driver's license or vehicle registration does not show your address in the program area, you must show some proof of residency (such as a current phone or utility bill in your name and the address in the program area or an unaltered, typed rental contract less than 45 days old in your name showing the address in the program area.) **Proof of residency will be required before a permit will be issued.**

### SPECIAL CIRCUMSTANCES:

1. If you are a non-resident property owner, submit proof of property ownership in the program area (current utility or tax bill).
2. If you are a volunteer or work for a non-profit or public agency that is providing service within the program, submit proof of assignment/employment in the program area on the group or agency's letterhead.
3. Contractors may purchase daily or monthly permits for their vehicles or their employee's vehicles when conducting work on a building or property adjacent to city-controlled streets.
4. Readily identifiable commercial, delivery, service, utility, or construction vehicles are exempt from the residential parking restrictions. Vehicles are readily identifiable when they have commercial license plates and vehicle advertising/identification. These vehicles must be actively conducting maintenance, repair, or service in the program area when parked.
5. Bring a paystub or business card if you need a permit for a vehicle registered to your employer.

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Parking Office, 124 Locust Street, P.O. Box 1870, Santa Cruz, CA 95061

## DOWNTOWN RESIDENTIAL PERMIT GUIDELINES

Welcome to the Downtown Residential Permit Parking Program. Thank you for your patience and cooperation during the application process.

### PERMIT DISPLAY AND USAGE:

Depending on your application, you will receive a resident and/or guest permit for your household. Resident bumper sticker permits should be affixed to the left rear bumper of your vehicle. Guest hangtag permits should be hung from the rearview mirror with the face of the permit showing through the windshield. **Guest permits are never valid in a resident's vehicle. They are only to be used by a transient visitor while they are at the permit holder's residence.** Daily permits may be used in a resident's vehicle if parking is only occasionally needed on-street. All permits are issued to park at the residence for which they were purchased. Park as close to the address within the program area as is possible, never further than 3 blocks away. Misuse of a permit is an unlawful act by both the user and permit holder, and can result in an additional fine of \$118 for misuse, and revocation of all permits. Permits are not transferable. Remove and surrender any residential permit if you wish to cancel it mid-season. It will come off in pieces, so just record the permit number and apply the permit pieces to paper.

### PERMIT ENFORCEMENT:

The Downtown Permit Parking Program is enforced all year during the posted hours. Permits allow you to park in the residential time restricted areas and at posted exempt meters in the Downtown Residential Program Area only. A permit is required for street parking between 12 AM and 6AM everyday. Parking enforcement will cite for other parking infractions. Please remember to park correctly and obey all vehicle codes. A permit **does not** allow you to block a driveway, even your own.

### PARKING CITATIONS:

All vehicles that do not abide by the restrictions of this program will be subject to a parking citation. If you are issued a parking citation in error, you must file a request for an administrative review within 21 days of the citation issuance. If the citation concerns a guest permit, bring (or mail a photocopy) of the guest permit to the Parking Office. Submit your written review request to the City Parking Office, 124 Locust Street, P.O. Box 1870, Santa Cruz, CA 95061.

### ADDITIONAL INFORMATION:

Please tell your neighbors about this program, and encourage them to apply for parking permits if they need to park on-street. If you have any questions or need additional information please call the Parking Office at 420-6097, 10 AM to 5 PM, Monday through Friday. The Public Works Department will enforce daytime parking controls, and the Santa Cruz Police Department will enforce overnight restrictions. For enforcement concerns, call 420-5181 or 420-5114 about daytime services, or non-emergency dispatch at 471-1131 about overnight concerns.

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**Parking Office, 124 Locust Street, P.O. Box 1870, Santa Cruz, CA 95061**

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## Commuter Parking Permit Guidelines

PARKING OFFICE

124 Locust Street, P.O.Box 1870, Santa Cruz, Ca. 95061 (831) 420-6097

Permit Location: \_\_\_\_\_ block of \_\_\_\_\_ odd or even side

Your Commuter Permit allows you to park on a designated block face in a residential program area. The permit exempts your vehicle from the daytime 2-hour parking restrictions, but does not allow you to park overnight. Commuter Permits are sold to employees and business owners that work adjacent to the Program Area.

1. Commuter permits are a calendar-quarter permit. Sales are prorated on the 1<sup>st</sup> and 15<sup>th</sup> for the remaining portion of the quarter. They can be purchased for the current calendar quarter, or up to all quarters in the current calendar year. The Commuter Permits are not refundable, so be sure about the purchase of quarters beyond the current one.
2. Your permit is issued for one side of the street on a specific block, and is not valid at any other location. After parking, hang the permit on the rearview mirror with the sticker side facing out. Be sure to park properly and follow all other vehicle regulations.
3. The permit you have for this location can be renewed through the last City workday in the purchased quarter. If you purchase the upcoming quarter before the permit expires, you can continue to park at your current permit location. On the first day of the new quarter, any permits not renewed will be added to the "available" list and can be purchased on a first come first served basis.
4. To renew your permit, bring the permit or permit number/location to our office during our business hours of Mon-Fri, 10am to 5pm, with your payment. We will provide you with a sticker for the upcoming quarter to validate your permit.
5. If you receive a citation because the permit was not displayed when parked at the permit location, come to our office with the citation and your permit before the due date of the citation. You may also mail a photocopy of your permit to us with the citation. If handled before the due date, we will void up to 5 such citations annually.
6. Lost or stolen permits will be replaced once for a \$10 fee. After that, the cost for a replacement permit is the standard fee to purchase a permit for the quarter. Please lock your vehicle and keep the permit secure.

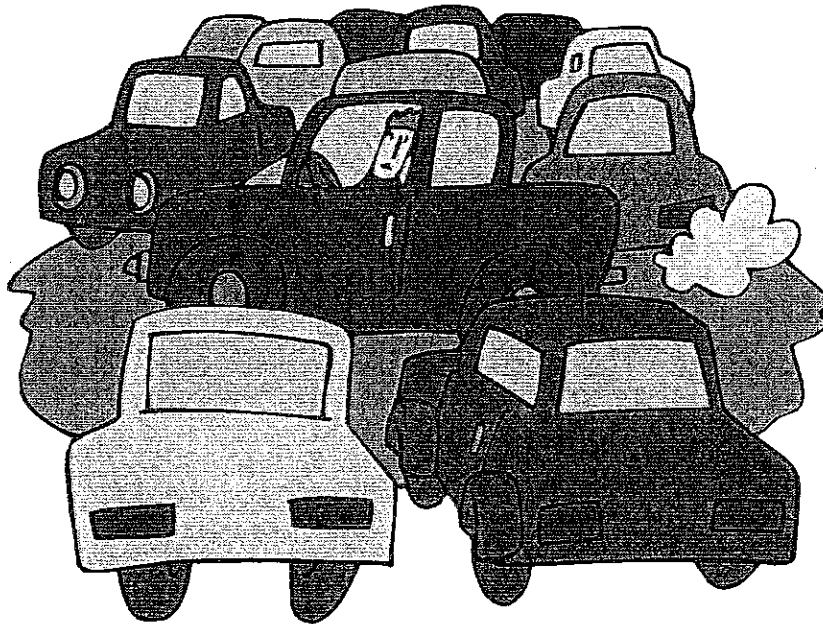




# City of San Mateo

## Residential Parking Permit Program Policy and Procedures

Adopted by  
San Mateo City Council  
*January 18, 2005*  
Revised August 19, 2013



Prepared by:  
Gary Heap, P.E.  
Senior Engineer

## *Residential Parking Permit Program*

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### **PURPOSE**

*The City and the Public Works Department are committed to preserving livable and attractive neighborhoods. One issue that may cause deterioration of neighborhoods is the excessive parking of non-resident vehicles on residential streets for extended periods of time. A system of preferential resident parking serves to reduce this strain on the residents of these neighborhoods. The intent of this Residential Parking Permit Program (RPPP) is to allow residents to park on-street in their neighborhood while restricting long-term parking by non-residents.*

### **PERMITS**

#### **Parking Permit Types**

**Residential Parking Permit Sticker** – Parking permit stickers are issued to residents within the RPPP area. These permits allow residents to park on the street during the posted RPPP time restrictions.

- ❖ Parking permits are issued as stickers to be affixed to the resident's vehicle. The residential permit is valid for two calendar years and is available from the Public Works Department.
- ❖ The number of permits that may be issued to either a single-family household or a multi-family residence is unlimited. It is understood that a greater amount of parking permits may be issued than there are available on-street parking spaces. This may

create an environment of natural competition for on-street parking between neighborhood residents without the influence of long-term non-resident parking.

- ❖ Parking permits may be issued only for passenger non-commercial and passenger commercial (i.e., SUV's, small pick-up trucks, etc.) vehicles registered to residents residing within the residential parking permit area. Vehicles defined as oversized by the City's Oversized Vehicle Parking ordinance, such as commercial trucks, boat trailers, RV's (camping trailers, motor homes, etc.), trailers and work-type commercial vehicles, including taxis and limousines, are not eligible for residential parking permit program permits.
- ❖ The resident is responsible for acquiring a new permit by the first day of the new two-year permit cycle year (January 1). There is typically a 30-day grace period at the beginning of the two-year permit cycle during which the Police Department will issue warnings. No other grace period (i.e., new resident to area, new car, etc.) is available during the two-year parking permit cycle.
- ❖ The requirements to obtain a parking permit as a resident are:
  - A completed application form in the residents' name and address.
  - A current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.
  - Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a driver's license, the vehicle registration, a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.

**Visitor Parking Permits** – Visitor permits are issued to residents within the RPPP area for use by *short-term guests* so they may park on the street with the same parking rights as a resident of the RPPP area.

Household visitor permits are issued as rear view mirror hangers, and must be displayed from the rear view mirror to be valid. Household visitor parking permit hangers are transferable, and may be placed on any vehicle that would be eligible to use a parking permit sticker.

Any residence, either single-family or multi-family, eligible to obtain a residential parking permit may obtain a household visitor parking permit hanger. Only one (1) visitor parking permit hanger may be issued per household. Lost or damaged visitor permits may be replaced at the discretion of City Staff. This household visitor parking permit is valid for the same two-years as a permanent resident parking permit. This household visitor parking permit is only intended to be used by visitors. Use of the household visitor parking permit by a resident is not permitted, and may result in the issuance of a citation and/or confiscation of the visitor permit.

### Fee for Residential Parking Permits

There will be no charge for the issuance of any residential parking permit.

### Eligible Exceptions for a Parking Permit Sticker

Company Cars – A residential parking permit sticker may be issued for residents who have company cars as their primary transportation vehicle. To obtain a permit, the person must be a legal resident within the residential permit parking area who has a motor vehicle for his/her exclusive use and under his/her control where said motor vehicle is registered to his/her employer and he/she presents a valid employee identification card or other proof of employment that is acceptable to the City.

Leased Cars – A residential parking permit sticker may be issued for a resident who has a leased car. To obtain a permit, the person must be a legal resident within the residential permit parking area who has a motor vehicle registered to a vehicle-leasing company and/or leased to the resident's employer, providing said vehicle is for the resident's exclusive use and provides proof of the lease agreement which is acceptable to the City.

- ❖ The requirements to obtain a parking permit sticker for a company or leased car are:
  - A completed application form in the residents' name and address.
  - A current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.
  - Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a driver's license, the vehicle registration, a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.

Caregivers – Caregivers may be issued a parking permit sticker for a permit parking area provided the address of the resident receiving the care is within said parking area.

- ❖ The requirements to obtain a parking permit sticker for a caregiver are:
  - A completed application form in both the residents' and caregivers name and address.
  - A current DMV vehicle registration for each vehicle for which the applicant is requesting a parking permit.
  - Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.
  - A letter from the resident identifying the permit applicant as the caregiver.

**Fine Amount**

The fine for violation of the Residential Parking Permit Program regulations is set within the City's Comprehensive Fee Schedule.

**Misuse of Parking Permits**

Any person selling, fraudulently using, reproducing or mutilating a parking permit issued in conjunction with the residential parking permit program shall be guilty of an infraction and shall be subject to a citation for each offense and the forfeiture of all permits in conflict, or such other fine or penalty as the City Council may set by ordinance.

## ***POLICIES***

*All residential parking permit programs shall follow a set of policies that are consistent from one program area to the next. This includes program area limits, enforceable times, and implementation practices.*

- ❖ The implementation of a Residential Parking Permit Program does not guarantee the availability of parking spaces on a public street, or within a specific neighborhood. Because more parking permits may be issued than there are available on-street parking spaces, the program may create an environment of natural competition for on-street parking among neighborhood residents without the influence of long-term non-resident parking.
- ❖ The program allows for any resident or non-resident to park on-street during the restricted hours for a maximum of 2-hours unless a parking permit is displayed. “No Parking”/”Permit Parking Only” zones may be permitted, when appropriate, next to schools.
- ❖ The Residential Parking Permit Program is intended for use in single family and multi-family neighborhood areas. The program is not intended for use in areas or on streets where there is a mix of commercial and residential use. For the purpose of this program, mixed-use is defined as areas with both commercial and residential land uses where shared use of existing on-street parking is expected.
- ❖ Program enforcement hours will be determined based on the type of parking impact generator. This will provide for consistency among residential parking permit areas, and simplify enforcement of the program times.
- ❖ Unless otherwise approved by the Public Works Director, parking restrictions within residential parking permit areas must be consistent from corner to corner on all streets to prevent “spill-over” or shifting of an on-street parking problem to an adjacent non-restricted area. Half block segments may be approved by the Public Works Director.
- ❖ Limits of the parking permit neighborhood will be determined based on the potential of parked cars to overflow and impact adjacent streets. This will be done through a collaborative process involving both the applicant and Public Works traffic engineering staff. The final limits of the parking permit program area will be determined by the Public Works Director, whose decision is final unless appealed.
- ❖ Parking permit holders will be issued permits to park along any street within the limits of their residential parking permit neighborhood area.
- ❖ Parking permits will be issued to any car registered at an address within a permit parking area.

- ❖ Any work-type commercial vehicle, displaying a commercial license plate, that is actively performing work for a property within the limits of a residential parking permit program zone, may park on-street in front of the subject property without the need for a residential parking permit, and will not be cited.
- ❖ Parking permits are not intended for use at metered parking spaces within business districts or retail areas. This includes the Downtown area, 25<sup>th</sup> Avenue, 37<sup>th</sup> Avenue and 40<sup>th</sup> Avenue areas.
- ❖ For downtown residents, parking permits are not intended for use within designated parking lots. Downtown parking permits are available for purchase at the City Hall Finance Department counter.
- ❖ Vehicles displaying parking permits are subject to all other parking restrictions including 12 and 24-minute spaces, white passenger loading zones, yellow loading zones, handicap spaces and red zones.
- ❖ Displaying a residential parking permit does not exempt the vehicle from the City's ordinance which requires a car to be moved every 72 hours.
- ❖ Once established, a residential parking permit program area will sunset after ten (10) years. Prior to sunset, the neighborhood's interest in the RPPP shall be reconsidered through a City-developed residential survey. Based on the criteria in this document, if the majority of the property owners show interest in maintaining the current program, the RPPP will remain in place for another ten (10) years. If less than a majority indicate interest in maintaining the program, a public hearing will be scheduled to consider removal of the RPPP. Evaluation of the individual programs will be done in the final two years of the ten-year sun-setting cycle.
- ❖ To process a request for implementation of a residential parking permit program, a parking impact generator must exist. This program is not intended to restrict or limit the amount of residential vehicles that may park on-street within a given neighborhood.
- ❖ Any parking permit may be revoked if used contrary to the provisions of this policy.

## REQUIREMENTS

*The following are required to implement a residential parking permit program:*

1. Parking Impact Generator Identification – A non-residential Parking Impact Generator must be identified that creates a parking overflow into the proposed residential parking permit neighborhood. The parking impact generator may be a school, business, commercial district or commercial use.

2. Determination of Parking Permit Program Zone – A parking utilization survey will be used to set the boundaries of the residential parking permit program zone. The survey will be conducted between 8:00 a.m. and 6:00 p.m., Tuesday through Thursday, and be on a day the community has identified as a typical problematic parking day. From the parking survey, a map will be generated showing the level of on-street parking. Street segments will be identified showing >75% parking, between 65% - 75% parking, and <60% utilization of on-street parking spaces. Staff will use this information to determine the limits of the parking permit zone. Street segments having <60% parking utilization will not be considered for inclusion in the parking permit zone. Other factors may also be considered by staff including street topography and the potential for parking creep directly adjacent to a newly signed parking permit program area. Half block segments may be approved by the Director of Public Works based on topography or length of street, or if the parking utilization study shows that it is justified. The decision of the Public Works Director is final.

3. Community Support – There are a number of optional tools that can be used to generate neighborhood support for the implementation of a residential parking permit program. These include:

- A neighborhood meeting
- Circulation of a resident petition
- Submittal of Homeowners' Association letters of support.

These tools are optional and at the discretion of the applicant. It is ultimately the responsibility of the applicant to generate sufficient community support that can be demonstrated to the Director of Public Works through a survey. Staff will work with the applicant to determine which options may be used to generate an adequate level of support.

4. Neighborhood Survey – For staff to recommend approval for the residential permit parking program to the Public Works Director, the neighborhood survey, distributed by the City, must have 50% or more response rate, and a 67% support level from those returning the survey.



## PROCEDURES

### PROGRAM DEVELOPMENT

*Residential parking permit program development must be consistent with all policies as defined above. The recommended procedures presented below provide for consistent parking permit program development from one neighborhood to the next. Staff has the flexibility to modify the following procedures when it is appropriate.*

1. A residential permit parking program is requested by a San Mateo resident through the Public Works Engineering Division. The application includes the requested streets to be included in the residential parking permit area.
2. Through discussions with the applicant, day and time limits of the proposed program will be identified. Days and times of enforcement will be established to reflect the nature of the parking impact generator and to provide consistency and ease of enforcement by our San Mateo Police Department.
3. A neighborhood meeting is optional. The applicant may request a neighborhood meeting to present the components of the Residential Parking Permit Program to the requested neighborhood area.
4. A neighborhood petition is optional. The applicant may circulate a City provided petition to provide outreach to the community or to demonstrate support for the implementation of the residential parking permit program. Only one signature is needed per dwelling unit. Each house, apartment or condominium will be considered a dwelling unit.
5. A support letter from the area's Homeowners' Association is optional. The applicant may demonstrate the support of their Homeowners'/Neighborhood Association (if one exists) through the submittal of a letter of endorsement from that group. That letter of support will be considered by the Public Works Director during deliberation of the requested zone.
6. Staff will prepare a survey to determine resident support for the requested residential parking permit area. The survey will be distributed by the City to all residents in the proposed RPPP area.
7. The Public Works Director will approve or deny a request for a residential parking permit area based on the preponderance of information gathered during the RPPP evaluation process. The decision of the Director of Public Works is final unless appealed to the Public Works Commission.
8. If the request for permit parking is approved by the Director, staff will draft and mail a letter to the residents within the proposed permit parking area to inform

them of the public hearing results. The letter will also notify them of the new requirements for on-street parking within the permit parking program area.

9. Residents will have thirty (30) calendar days to appeal the decision of the Public Works Director following mailing of the notification of Director action. Submitted appeals shall:
  - a. Be in writing
  - b. Provide grounds for the appeal
  - c. Identify specific actions being appealed (parking time limits, hours of enforcement, zone boundaries, etc.)
  - d. Include a recommended alternative action
  - e. Provide a petition of surrounding residents in support of the appeal action

Appeals will be heard by the Public Works Commission at the next available meeting.

10. If the request for permit parking is denied or terminated, a second study of the same or similar RPPP study area will not be conducted for a minimum of twelve months unless there is a significant, identifiable change in parking characteristics as determined by the Public Works Director. Subsequent studies of the same general study area will be subject to the same requirements and procedures as the initial study process.
11. As the parking permits are valid for two years, a letter is sent out by staff every other year notifying all residential parking permit holders of the need to renew the parking permit before the end of the calendar year. Parking permits may be renewed in person at City Hall, or by mail.

## **PROGRAM REMOVAL**

*The process to remove a residential parking permit program is similar to a program development. The procedures presented below provide for consistent parking permit program removal.*

1. A RPPP area, or part thereof, may be removed from the permit parking program by the Public Works Director pursuant to:
  - A valid request from the affected residential parking permit neighborhood, and a City provided petition from that neighborhood indicating support from at least 67% of respondents in the area wishing to be removed from the RPPP.
  - A determination by the Public Works Director that removal from the RPPP is either in the community interest, or is in the interest of public safety.

2. Once the petition for removal is received by staff, a survey of the area is prepared and distributed to the neighborhood. Similar to the program development process, 50% of the residents surveyed within the area requesting removal from the RPPP must respond, and of those responding 67% must support removal from the permit program for staff to recommend removal of the program to the Public Works Director.
3. If the survey is successful, the Public Works Director will review the request and make a determination regarding removal of the parking permit area. The affected neighborhood is notified of the Director's determination. The action of the Director can be appealed to the Public Works Commission. The appeal must be submitted within 30 days of the Director's determination. Information required as part of the appeal shall be as described for appeal of a new parking permit area request.
4. If the request for removal is approved by the Public Works Director, the neighborhood is notified of the decision, and the RPPP signs are removed following the 30 day appeal period. There shall be no cost to the residents associated with removing an area from the RPPP.
5. If an existing RPPP area is revoked, any request for reinstatement shall be subject to the same process as that of a new RPPP area, and if approved the neighborhood shall be assessed the total cost of all related staff activities including permit printing costs, distribution cost and all resigning costs.

## **RESIDENTIAL PARKING PERMIT PROGRAM FREQUENTLY ASKED QUESTIONS**

### **What is a Residential Permit Parking Program (RPPP)?**

The City of San Mateo will implement a residential permit parking program as a remedy for neighborhoods that are impacted by long-term on-street overflow parking from sources (called parking impact generators) outside the neighborhood. These parking impact generators include some high schools, business complexes and commercial areas. This program is intended to deter long-term on-street parking, however short-term 2-hour parking will be permitted within any RPPP area for non-permitted vehicles.

Implementation of a RPPP area is a way to give residents of a designated area a better chance to park near their homes. It is not intended to designate a specific parking space along a property frontage. An RPPP area involves the posting of parking time limits or parking restrictions from which local residents are exempt if a valid permit is properly displayed within their vehicle. Residents within an approved parking permit neighborhood may obtain a parking permit to display on their car that will allow them to park for more than two hours along their neighborhood street. Any car registered to an address within a permit parking neighborhood is eligible to utilize a parking permit. The number of parking permits issued per property is unlimited.

### **Where are RPPP areas allowed?**

Residential Parking Permit Programs are allowed within residential neighborhoods whose on-street parking ability is impacted by parked cars from non-residents, or parking impact generators.

### **Why is a policy and procedures document necessary?**

The purpose of this document is twofold. The first reason to create a policy and procedures document is so that all parking programs are consistent. For a residential permit parking program to be effective it is essential that it can be enforced. One factor that increases the ability for the Police Department to enforce parking restrictions in an area is program consistency. Programs should be consistent from one area to another within the City. Secondly, this document serves as a tool to establish criteria and process expectations for both staff and the community while helping to define a collaborative process.

### **Are residents who live in a RPPP area required to obtain parking permits?**

Obtaining a parking permit is purely optional. You may decide to obtain a parking permit which will allow you to park on the street during restricted hours, or you may decide not to obtain a parking permit and be subject to the on-street parking restrictions of the street.

**How long does it take to establish a new RPPP area?**

It can take several months to establish a new area. Depending on the size of the impacted area, the overall process from initial request to sign installation could take eight to twelve months or longer.

**Can I use my parking permit to park in any of the posted RPPP neighborhoods?**

Each parking permit issued will be for a specific RPPP neighborhood or area. With the appropriate parking permit, you may park within the boundaries of that specific RPPP area only. Parking for a period of time greater than that posted, in an area other than that designated by your parking permit, may result in your vehicle receiving a citation. The RPPP cannot guarantee or reserve the permit holder a parking space within a designated residential parking permit program area. Parking is on a first-come, first-served basis.

**How are the restrictions enforced?**

The Police Department will issue citations to vehicles that are in violation of the parking restrictions. Enforcement is made by routine police patrols or by calling the Police Department at (650) 522-7700.

**Can a RPPP be abolished once an area has been created?**

A RPPP may be removed per the program elimination process identified in the RPPP Policy and Procedures document. The City is notified of the request, a petition is circulated, a survey is distributed, a public hearing is held and if successful, the signs are removed.

If you have questions or are interested in a Residential Parking Permit Program, please call Public Works at (650) 522-7300.

## **NEIGHBORHOOD DRAWBACKS ASSOCIATED WITH 'RESIDENT ONLY' PARKING**

Although there are many advantages associated with a RPPP, the City would like to point out some of the disadvantages. Please read the following information carefully while considering the impacts of implementing a Residential Parking Permit Program in your neighborhood.

1. The implementation of a Residential Parking Permit Program does not guarantee the availability of parking spaces on a public street, or within a specific neighborhood. The program creates an environment of natural competition for on-street parking between neighborhood residents without the influence of long-term non-resident parking.
2. Creating a new RPPP area can take several months and requires a review by the Public Works Director, and possibly the Public Works Commission and City Council adoption. Other alternatives to the neighborhood issue may be implemented much quicker.
3. A City survey must illustrate support by at least 67% of the residents responding within the proposed area. Sixty-seven percent of the responding residents can impose their parking desire on the other 33% of residents.
4. A parking impact generator must exist. Many neighborhoods do not qualify.
5. If you have guests that wish to stay for longer than two hours and park on the street, you must obtain a visitor parking permit for the vehicle of your guest.
6. If you or your guest park in the street for longer than two hours without a permit, the Police Department will issue a parking citation.
7. A residential parking permit program can be imposing to a neighborhood and create a lot of inconvenience. These drawbacks must be weighed with the potential benefits when considering the implementation of a program that would restrict outside parking influences from your neighborhood.

## Residential Parking Permit Program Request Form

The purpose of this form is to enable neighborhoods to request the initiation of a Residential Parking Permit Program in accordance with the City of San Mateo's adopted Residential Parking Permit Program Policy and Procedures. This form must be filled out in its entirety and submitted with any request to:

The City of San Mateo  
Public Works Department  
330 West 20<sup>th</sup> Street  
San Mateo, California 94403

Feel free to attach additional sheets containing pictures, maps, or additional text if the space provided is insufficient.

### 1. Requesting Individual's Contact Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email (optional): \_\_\_\_\_

### 2. Please describe the nature of the overflow parking problem in your neighborhood. What streets in your neighborhood do you feel are affected by overflow parking? :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Can you identify a parking impact generator that is the cause of overflow parking in the neighborhood? Are there any facilities (churches, schools, shopping centers, etc.) near this location that generate a high concentration of vehicle and pedestrian traffic?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Please describe how a Residential Parking Permit Program will be able to eliminate or reduce overflow parking impacting the neighborhood:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Is there neighborhood support for submittal of this Residential Parking Permit Program application? Have you contacted your HOA/Neighborhood Association?

\_\_\_\_\_

# Neighborhood Petition Form for Residential Permit Parking

## City of San Mateo

THE UNDERSIGNED BELOW AGREE TO THE FOLLOWING:

1. All persons signing this petition do hereby certify that they reside on the following street, which is being considered for 2-hour residential permit parking: \_\_\_\_\_ (Street Name)
2. All persons signing this petition do hereby agree that the following contact person(s) represent the neighborhood as facilitator(s) between the neighborhood residents and City of San Mateo staff in matters pertaining to this request:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### ONLY ONE SIGNATURE PER DWELLING UNIT

Name (Please Print)	Address	Phone Number	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
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14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____



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 Delivering a first-rate transportation system for Seattle **Goran Sparrman, Interim Director**

SERVICES ▾ PROJECTS ▾ PLANNING ▾ RESOURCES ▾ EVENTS NEWS SITE INDEX

## Restricted Parking Zone (RPZ) Program

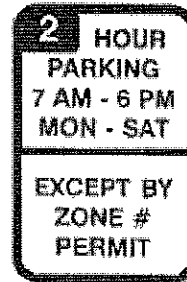
- Restricted Parking Zone Program Home
- Restricted Parking Zone program FAQs
- Renew Online!
  - [Need help creating your online account?](#)
  - [Is online permitting for me?](#)
- 1st-Time Applicant?
  - [Am I eligible?](#)
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### More Information about the RPZ Program

The RPZ program was the subject of a full Policy Review in 2009. To view full details, please [click here](#).

An RPZ is typically established on blocks that have adjacent residential uses (houses, apartments, or condominiums) to discourage long-term parking by non-residents. An RPZ may be appropriate where the parking congestion is caused by a nearby business district, or by visitors or employees of a hospital or school.

An RPZ involves the posting of parking time limits or parking prohibitions from which vehicles displaying an appropriate, valid RPZ permit are exempt. Eligibility for an RPZ permit is restricted to residents living on the blocks where the RPZ is established. Eligible residents on an RPZ block may purchase one permit for each vehicle they own, and one guest pass (whether or not they own a vehicle). The following is a typical RPZ sign although the actual parking restriction may vary depending on the local conditions:



View the Seattle Municipal Code section about RPZs: [SMC 11.16.317](#)

Currently (January 2011) the cost of a permit is \$65.00 and is good for one permit cycle or part thereof (most RPZ permits are on a 2-year cycle but there are some that operate on a 1-year cycle). The fees collected pay for the administrative cost of the permits and, as such, the fee is not prorated by the time remaining in the RPZ permit cycle. The permits can only be issued to residents who actually have the signs installed on their block or who live within the RPZ boundary. Permits cannot be issued to non-residents, business owners or employees.

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Restricted Parking Zone Program (RPZ)

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How to Initiate an RPZ Program for your Neighborhood

In order to establish an RPZ, there must be a significant degree of parking by non-residents. The Seattle Municipal Code (updated in June 2009) specifies the threshold that must be met in order to establish an RPZ. Generally, 75% of on-street spaces must be occupied with at least 35% of those spaces used by non-local vehicles, all in an area of at least 10 contiguous blocks (or 20 blockfaces). Additionally, a "parking generator" needs to be identified: an institution, a business district or transit service causing the high amount of non-local vehicles parking in the residential area.

If you believe your neighborhood may qualify for an RPZ, please follow these steps:

Step 1: If possible, have your neighborhood association or community council send a letter to Seattle Department of Transportation (SDOT) describing the parking problem, indicating the streets and blocks most affected, including which days and at what times, and describing (to the best of your knowledge) why the level of parking congestion is high (what is "generating" the parking demand). If the neighborhood community council is inactive, then send a letter signed by residents that are distributed across the ten block area.



One Block

Send the letter to:

Seattle Department of Transportation
Restricted Parking Zone Program, 37th Floor
700 Fifth Avenue, Suite 3900
PO Box 34996
Seattle, WA 98124-4996

Please include the name, address, and daytime telephone number of a contact person.

Initial Determination

Step 2: Upon receipt of the written RPZ request, SDOT will conduct an initial assessment to determine whether an RPZ is appropriate for the area.

The determination will be based on the following:

- The parking problem exists on at least ten contiguous blocks.
It appears that 75% or more of the parking spaces are being used.
There is an identifiable parking generator.

Based on the assessment, staff will determine the extent to which a parking problem exists and whether an RPZ may be an appropriate solution. Staff are encouraged to consider other parking demand management tools prior to, in lieu of, or in conjunction with an RPZ. Examples include:

- allowing parking on both sides of street
adding angled-parking if there is room and conditions appropriate (e.g., limited vehicle overhang issue such as trees, signs, or interference with pedestrian passage)
working with local businesses to encourage employees to take alternate modes of transportation to work, especially for daytime commuters

Parking Study

**Step 3:** If SDOT determines that an RPZ may be appropriate for an area, staff will conduct a formal parking study to determine if at least 35% of vehicles parked are non-residential in nature, if 75% of on-street spaces are occupied, and to confirm whether the conditions exist for 10 contiguous blocks. Please note, RPZ development takes up to one year. Requests are taken on a first-come, first-served basis. If the number of requests for RPZs is high, a neighborhood may experience some delay.

#### Community Outreach

**Step 4:** If the RPZ study determines that an RPZ is warranted due to parking impacts from non-residents, SDOT staff will engage affected and interested community stakeholders to review parking study results and get stakeholder assistance in developing an RPZ. SDOT staff will develop a draft RPZ design for community review, and will conduct a broad public outreach program to gather input on the draft RPZ design.

Prior to any decision to establish an RPZ, SDOT will hold a public hearing to provide interested persons a further opportunity to submit written and spoken comment into the public record, pursuant to SMC 11.16.317(C)(2).

#### SDOT Decision

**Step 5:** The SDOT Traffic Management Division Director will make a final decision whether to establish an RPZ based on parking data, staff analysis, and public input. Staff will notify all owners, commercial lessees, and residential properties inside the RPZ boundaries, and those outside the boundaries within at least 300 feet of the decision. SDOT will also notify all those who contacted SDOT during the parking study and development of the RPZ. Staff will post the decision on the SDOT website and will notify the media of the decision. Implementation will occur after all reconsideration and/or appeal process opportunities have passed.

#### RPZ Time Frame

The process to create an RPZ should typically take no longer than one year. The time it takes to create an RPZ will vary significantly depending on local conditions. Such conditions include area size, severity of the parking problem, surrounding land use, and community commitment.

#### RPZ Follow-Up

An RPZ may be reviewed within six months of implementation and adjustments made to the design, if needed, so that the parking needs of the community are met.

#### Modification of an RPZ

An additional neighboring block(s) may be added to an existing RPZ if there is interest by the residents on those blocks and SDOT determines that expanding the RPZ to that block(s) would be appropriate. These requests will follow a similar, though less lengthy, process as the initial establishment of a zone.

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### RPZ FREQUENTLY ASKED QUESTIONS

1. Does the vehicle REALLY have to be registered in my name and at my address?
2. What if I'm a student? Do I still have to have my name and address on the registration to get a permit?
3. What qualifies as proof of residency?
4. I moved apartments, but still live in the same building. Is the permit on my car still valid?
5. If I sell my vehicle and replace it with another one, does my permit automatically transfer to the new vehicle?
6. My license plate number changed when I renewed my vehicle tabs. How can I get a replacement sticker with the new plate number?
7. Can I get more than one guest hang-tag?
8. Do I need an RPZ permit for my scooter or motorcycle?
9. Do I have to put a sticker in my car window?
10. Can I use a guest hang-tag in my own car?
11. I cannot get to your downtown office; can someone other than me submit my application in person?
12. I lost my guest permit, what do I do?
13. I replaced my windshield and didn't get my sticker out of the window. What do I do?
14. I have to be out of town for a week. Can I leave my vehicle on the street while I'm out of town?
15. As a first-time applicant, can I get my permit online?
16. Can I make a payment over the phone?
17. Can I have permits for two different zones on my car?
18. I got a ticket but I have a valid RPZ permit in my window. What do I do?
19. I just moved to a new RPZ area, what do I need to do to get a permit?
20. I am disabled with a disable parking placard (or license plate); do I need an RPZ sticker too?
21. Why do I have to pay to park in front of my house?

#### RPZ Frequently Asked Questions

1. **Does the vehicle REALLY have to be registered in my name and at my address?**

Yes. In order to qualify for an RPZ permit, your name needs to appear on the vehicle registration and it needs to be registered at your address (SMC 11.16.315.)

2. **What if I'm a student? Do I still have to have my name and address on the registration to get a permit?**

Only non-resident students (out of state) or persons who are active military are not required to have their name and address on their vehicle registration (SMC 11.16.315.)

**3. What qualifies as proof of residency?**

Proof of residency **must be dated within 30 days of the current date** and must include the applicant's name and address. Undated or "junk" mail is not considered proof of residency. Examples of proof of residency may include: recently signed Lease, rental agreement, or forms showing recent purchase of a property; utility bill, cell phone bill, bank statement, cable bill; or any official (not hand written), dated piece of mail received within the last 30 days.

**4. I moved apartments, but still live in the same building. Is the permit on my car still valid?**

RPZ permits are both vehicle and address specific. If you move (that includes moving to a different apartment in the same building) we will need to issue new permits to you at the new address. You will need to provide proof of residency for the new apartment.

**5. If I sell my vehicle and replace it with another one, does my permit automatically transfer to the new vehicle?**

RPZ Permits are both vehicle and address specific. Your license plate number is printed on the sticker. If this changes, we will need to issue a new sticker for the new vehicle. We will not issue a permit to a vehicle with a temporary registration. You may need to obtain a temporary permit for the new vehicle until the registration arrives from the dealership or the Washington State Department of Licensing. [Click here for information about obtaining a temporary RPZ permit.](#)

**6. My license plate number changed when I renewed my vehicle tabs. How can I get a replacement sticker with the new plate number?**

You will need to obtain a replacement sticker with your new plate number. Return the old sticker to our office with a copy of the new vehicle registration (showing your new plate number) and we will replace the old sticker with a new one. If we do not get the old sticker back, there is a \$15.00 replacement fee.

**7. Can I get more than one guest hang-tag?**

Seattle Municipal Code restricts the number of guest permits to one (1) per household (SMC 11.16.315.)

**8. Do I need an RPZ permit for my scooter or motorcycle?**

As of January 1, 2010 scooters and motorcycles are not required to have an RPZ permit.

**9. Do I have to put a sticker in my car window?**

According to SMC 11.72.351, "It is unlawful and is a parking infraction to display an RPZ permit in an improper location on a vehicle. The RPZ permit must be affixed to the vehicle at the lower center of the rear window for which it is issued unless the vehicle is a truck, a vehicle without a rear window, has a dark-tinted rear window or a surface defroster, or where the Seattle Department of Transportation has approved an exemption, whereby the permit may, in the alternative, be placed in the lower (left-hand) corner of the driver's side front windshield."

**10. Can I use a guest hang-tag in my own car?**

Guest permits should be used by guests or visitors who do not live at your address. It is illegal to buy, sell or transfer RPZ decals and guest permits to unauthorized persons. If a parking decal or guest permit is misused, your permit eligibility may be revoked for a period of one year and you could be subject to other municipal citations and fines up to \$250.

**11. I cannot get to your downtown office; can someone other than me submit my application in person?**

So long as your proxy can provide the required documentation (signed application and proof of residency), he or she may submit your application for you. We will mail the permits to the address on the application and vehicle registration.

**12. I lost my guest permit, what do I do?**

With a written request and the replacement fee of \$15.00, we can issue a new guest permit. You may submit your request in person or by mail.

**13. I replaced my windshield and didn't get my sticker out of the window. What do I do?**

With a written request and the replacement fee of \$15.00, we can issue a new decal (sticker). You may submit your request in person or by mail.

**14. I have to be out of town for a week, can I leave my vehicle on the street while I'm out of town?**

The Seattle Department of Transportation regulates the use of curb space to address competing needs, to assist in moving people and goods more efficiently, to support the vitality of business districts, and to create livable neighborhoods. Regardless of whether or not there is a sign posted, the City's Traffic Code does not allow a vehicle to be parked on a city street for longer than 72 hours. The Traffic Code also prohibits junk motor vehicles from being left on City streets (see [Abandoned Vehicle Hotline](#)). Additionally, vehicles over 80 inches wide (such as RVs, tractor trailers, and larger trucks) are prohibited from parking on most city streets (any street except those adjacent to Manufacturing or Industrial zoning) between the hours of midnight and 6:00 a.m. ([SMC 11.72.440](#)). The Seattle Police Department routinely enforces these ordinances and also responds to specific cases when alerted by complaints from the public - please use the non-emergency number (206-625-5011) to report violations.

**15. As a first-time applicant, can I get my permit online?**

Currently, we can only process renewals online. If you are a first-time applicant, you will need to either apply in person or by mail.

**16. Can I make a payment over the phone?**

We do not accept credit card payments by phone. We accept credit card payments with a VISA or MASTERCARD at our public counter on the 37th floor of the Seattle Municipal Tower.

**17. Can I have permits for two different zones on my car?**

You may only have one valid RPZ permit on your vehicle at a time.

**18. I got a ticket but I have a valid RPZ permit in my window, what do I do?**

Please contact Parking Enforcement by calling the non-emergency number for the Seattle Police Department or follow the directions on the ticket envelope to dispute the ticket.

**19. I just moved to a new RPZ area, what do I need to do to get a permit?**

Please visit the [SDOT Restricted Parking Zone \(RPZ\) Program](#) for information about our 33 RPZ areas. You may see maps, download applications and gather information about our zoned areas.

**20. I am disabled with a disabled parking placard (or license plate); do I need an RPZ sticker too?**

You do not have to get an RPZ permit for a vehicle that displays a valid Washington State disabled parking placard or Washington State disabled license plate. For more information, please visit the [Disabled Parking in the City of Seattle](#) web page.

**21. Why do I have to pay to park in front of my house?**

Residential (i.e., "Restricted") parking zones are established at the request of residents in neighborhoods with high parking demand generators, such as universities, hospitals, schools and business districts. While most RPZ's allow for short-time parking for non-residents like customers or visitors, the RPZs limit the impact on residents of long-term parking by employees, commuters and students who might otherwise park their vehicles on those streets.

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Curb space is part of the public street system, a public good available for all people to use. To restrict the use of curb space for some requires a compelling reason. The Restricted Parking Zone (RPZ) Program was created to help ease parking congestion in residential neighborhoods, while balancing the needs of all people to be able to use the public streets. RPZs help neighborhoods deal with the impacts through signed time limits from which vehicles displaying a valid RPZ permit are exempt.

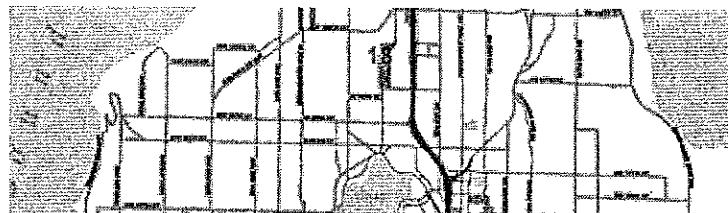
**NEW! Renew your permits online!**

Traffic Permits Office hours are 8:30 a.m. to 4:30 p.m. Monday-Friday.

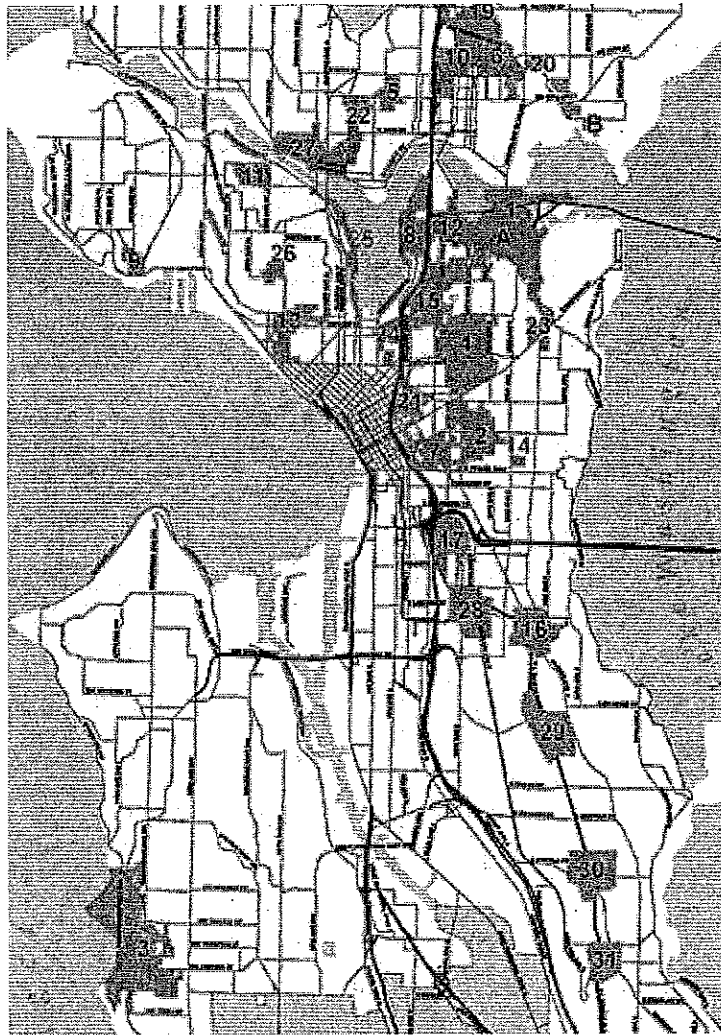
### First-Time Applicant?

You can use our [lookup tool](#) to easily see if your address is eligible for an RPZ permit. Then click on the Zone number nearest your residence on the map below for more information and to download an application. The zone maps below are provided for general information only. To verify current conditions on your block or in your neighborhood, please use the [Seattle Parking Map](#).

- 1: Montlake
- 2: Squire Park/Cherry Hill
- 3: Fauntleroy
- 4: Capitol Hill
- 5: Wallingford
- 6: University Park
- 7: First Hill
- 8: Eastlake
- 9: Magnolia
- 10: University District West
- 11: North Queen Anne
- 12: North Capitol Hill
- 13: Lower Queen Anne
- 14: Central District
- 15: Belmont/Harvard
- 16: Mount Baker
- 17: North Beacon Hill
- 18: Licton Springs
- 19: Roosevelt
- 20: Ravenna/Bryant
- 21: Pike/Pine
- 22: Wallingford/Lincoln HS
- 23: Madison Valley
- 24: Cascade
- 25: Westlake East
- 26: Upper Queen Anne
- 27: Fremont
- 28: Beacon Hill
- 29: Columbia City
- 30: Othello
- 31: Rainier Beach
- A: Montlake / Husky







Game Days  
 B: Ravenna/Laurelhurst  
 Husky Game Days

**To obtain an RPZ permit you must have:**

- **A completed application form** (click on your zone on the map above to find the link to download the application).
- **Current proof of residency** showing your name and address, dated within the last 30 days. This can be a bill, bank statement, lease or rental agreement, or any properly dated business type mail other than mail from our office.
- **A copy of your current Washington State Vehicle Registration.** Your vehicle must be registered with the Washington State Department of Licensing (WA DOL) **in your name and at your address.** Titles, temporary registrations and bills of sale are not accepted. Out-of-state registration is accepted only for active duty military personnel providing proof of their status, or out-of-state students providing proof of non-resident status. To change your address online, visit: <http://www.dol.wa.gov/vehicleregistration/changeaddress.html> . If your name does not appear on the vehicle registration, you may not qualify to receive a decal for your vehicle. **Click here for information on how to add your name to the vehicle registration certificate.**
- **Check or Money Order** , made out to the City of Seattle. If applying in person, we also accept cash, Visa and Mastercard.

**Mail application and materials to:**

Seattle Department of Transportation  
 Traffic Permits  
 PO Box 34996  
 Seattle, WA 98124-4996

Please allow 7 to 10 days for us to process your order and for return mail.

**If you want to visit us in person:**

We are available to assist you Monday through Friday, between 8:30 a.m. and 4:30 p.m. The Traffic Permits Counter is located on the 37th floor of the Seattle Municipal Tower (formerly Key Tower) at 700 Fifth Avenue (at Columbia Street) in downtown Seattle. You can submit your application materials in person, and upon validation, staff will provide you with a temporary permit, for your use until your permanent decal arrives by mail in 7-10 days.

**Contact us:**

For questions about RPZs please call us. We can be reached Monday through Friday, between 8:30 a.m. and 4:30 pm at (206) 684-5086.

If you are interested in the process for initiating an RPZ for your neighborhood, please [click here](#) for more information.

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### How much does it cost?

#### Decals and guest permits

RPZ permits are good for a 2-year cycle.

**The current fee (as of January 1, 2011) for an RPZ decal is \$65 per vehicle.** Decals must remain affixed to the vehicle to which they have been assigned, and cannot be transferred between vehicles.

#### Guest permits, which can be transferred from vehicle to vehicle, cost \$30.

Some zones are partially or fully subsidized by nearby major institutions to address the impacts of parking by their employees and students. For specific fees by zone and area, please see below.

We accept checks and money orders if applying by mail. If paying in person, we accept cash, checks, VISA and Mastercard.

#### Low-income permits

**There is a \$10, discounted RPZ permit for households that indicate a financial burden.**

#### How do I apply for a discounted permit?

**Find out what zone you are in and fill out an application.** Return it by mail or in person with one of the following types of documentation:

- Quest card (formerly food stamps)
- Energy assistance from City Light or Puget Sound Energy
- Rent assistance from Seattle Housing Authority (Section 8)
- A copy of a rental agreement in a Seattle Housing Authority property, welfare check or stub, medical coupons, lease or rental agreement from Plymouth Housing Group, CHHIP, or other low-income housing provider
- Proof of SSI (Supplemental Security Income, NOT regular S.S income)
- Other items may be considered on an individual basis

**Questions?** Please call us at (206) 684-5086. We can be reached Monday through Friday, 8:30 am – 4:30 pm.

#### 2011 rates by zone

Zone	Area (if applicable)	1st Vehicle Decal	2nd Vehicle Decal	3rd or more	Guest Permit
1	Area 1	\$0	\$32	\$65	\$30
	Area 2	\$16	\$65	\$65	\$30
2		\$0	\$0	\$0	\$0
3		\$65	\$65	\$65	\$30
4	Area 1	\$0	\$0	\$0	\$0
	Area 2	\$65	\$65	\$65	\$30

## SDOT - Restricted Parking Zone Program (RPZ)

5		\$65	\$65	\$65	\$30
6		\$32	\$48	\$65	\$30
7	Areas 1 - 4	\$0	\$0	\$0	\$0
	Area 5	\$65	\$65	\$65	\$30
8	Area 1	\$65	\$65	\$65	\$30
	Area 2	\$16	\$65	\$65	\$30
9		\$65	\$65	\$65	\$30
10	Area 1	\$39	\$39	\$39	\$30
	Area 2	\$29	\$29	\$29	\$30
11		\$0	\$0	\$0	\$0
12		\$65	\$65	\$65	\$30
13		\$65	\$65	\$65	\$30
14		\$65	\$65	\$65	\$30
15		\$65	\$65	\$65	\$30
16		\$0	\$0	\$65	\$0
17		\$65	\$65	\$65	\$30
18		\$0	\$0	\$0	\$0
19	Area 1	\$16	\$65	\$65	\$30
	Area 2	\$65	\$65	\$65	\$30
20	Area 1	\$16	\$65	\$65	\$30
	Area 2	\$0	\$32	\$65	\$30
21		\$65	\$65	\$65	\$30
22		\$65	\$65	\$65	\$30
23		\$65	\$65	\$65	\$30
24		\$65	\$65	\$65	\$30
25		\$65	\$65	\$65	\$30
26		\$65	\$65	\$65	\$30
27		\$65	\$65	\$65	\$30
28		\$65	\$65	\$65	\$30
29		\$65	\$65	\$65	\$30
30		\$65	\$65	\$65	\$30
31		\$65	\$65	\$65	\$30
A		\$0	\$0	\$0	\$30
B		\$0	\$0	\$0	\$30

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