

Appendix 26

White Paper: Residential Parking Permit Programs



KIMLEY-HORN

Parking Planning White Paper Series



RESIDENTIAL **PARKING** **Permit Programs**



Kimley»Horn

Expect More. Experience Better.



RESIDENTIAL PARKING Permit Programs

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INTRODUCTION

This paper will describe Residential Parking Permit Programs (RPPP), including their need and applications, typical requirements for initial designation and implementation, and policies and procedures for identification and enforcement.

Increased local parking and/or the introduction of parking charges in business districts, hospitals, colleges, and universities has increased demand for free parking spaces off-site. Residential areas in close proximity to these parking generators often experience “spillover” parking from non-resident vehicles parking in front of their homes, especially during weekday hours.

Some of the potential parking generators in residential neighborhoods include:

- » Commuters into central business districts (CBDs) or other commercial office districts.
- » Retail establishment employees and their customers.
- » College and university students, faculty, staff, and visitors since most colleges and universities charge a fee to park on campus.
- » Public transit riders, for those residential streets near transit routes.
- » Hospital staff and visitors, since many hospitals now charge a fee to park.
- » Public schools, since most high schools have high numbers of students competing for smaller numbers of parking spaces.

In response to these issues, many municipalities have developed RPPPs to address parking encroachment into residential areas, typically by requiring special resident parking permits be displayed during certain hours while parked on specific streets. Such programs allow parking availability for residents while limiting non-resident parking on residential streets.

The goals of the residential permit program in Fort Collins, CO are described below:

“The Residential Parking Permit Program (RP3) is designed to make Fort Collins neighborhoods safe and pleasant places to live, work, and attend school by reducing on-street parking congestion. The program helps to provide close and convenient on-street parking for residents by reducing the volume and impact of non-resident vehicles in neighborhoods. It protects residential streets by using a system that limits parking in a neighborhood to only those residents and their guests with permits during the posted time limits.”



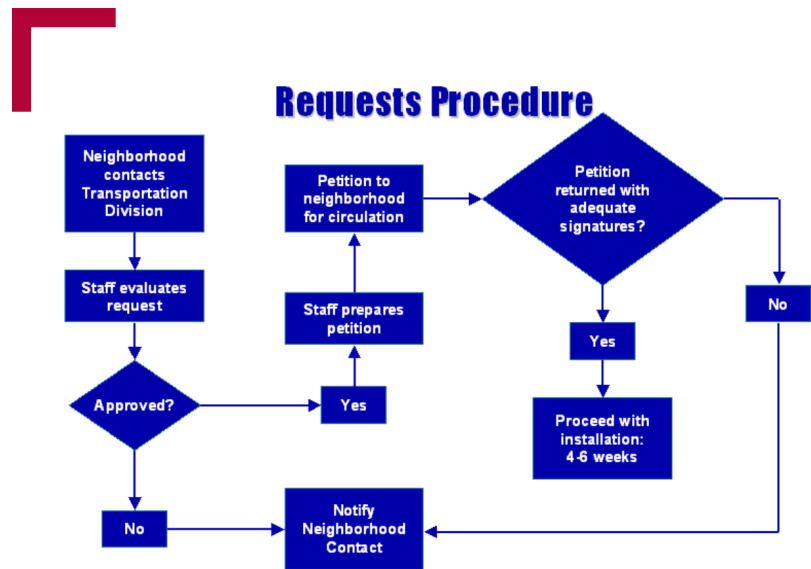
RESIDENTIAL PARKING PERMIT PROGRAMS

Requirements/Guidelines for Residential Parking Permit Program Creation

Requirements by cities and counties vary somewhat, but most RPPPs require the following guidelines be met:

- » Citizen participation is essential to the development of an effective RPPP.
 - The residents/neighborhood association must petition the local governing body to request implementation of an RPPP.
 - Governments normally require a certain percentage of residents to sign the petition to ensure there is popular support for the change.
 - The resident percentage necessary for signing the petition can range from 50% to 80%.
- » The total number of street(s) affected must be identified.
- » Governing bodies may restrict the petitioners on a street-by-street, block-by-block, subdivision, or other basis.
 - The block(s) surrounding the street(s) on which the RPPP is requested must be zoned residential.
 - The governing body should conduct a parking survey to verify one or more of the following:
 - At least “X”% (e.g., 33%) of vehicles parked on the affected street are registered to non-residents. This information can be verified by vehicle license/registration checks.
 - At least “X”% (e.g., 33%) are parked a minimum continuous number of hours (i.e., four hours or more). A vehicle inventory and turnover analysis can verify this information.
 - At least “X”% (e.g., 33%) are parked at least nine months out of the year (designed to include public school/college/university parkers).
 - A similar parking demand occurs on at least “X” number (e.g., five) contiguous blocks.
 - The residents petitioning the local government are willing to pay for the initial cost and installation of parking signs required to enforce the RPPP regulations. This requirement is not very common, however. When the cost of the program signage must be passed on to the residents, it is usually through residential parking permit fees.

The flow chart below depicts a typical approval process for a municipal RPPP.



Once the above requirements have been met, the municipality may approve the request for implementation of a RPPP.

Typical Process for Implementing a Neighborhood Parking Permit Program

The City

- » Conducts a parking survey and gathers information to assess the need for a Neighborhood Parking Permit (NPP) zone.
- » Develops a draft proposal (including zone boundaries, the type of zone, recommended parking restrictions, permits available, and other details). A neighborhood meeting may be held to assist in developing the proposal and receive public input.
- » Modifies the original proposal if necessary.
- » Holds a public hearing before the Transportation Advisory Board to review the proposal.
- » Forwards Board recommendation and public hearing comments to the City Manager for review.
- » The City Manager makes the final decision regarding the zone and informs the City Council.



RPPP Policies, Options, and Restrictions

RPPP permits are issued to residents by the municipality in order to restrict parking within the RPPP zone. Below are some typical permit issuance policies:

- » Residents are issued a limited number of permits per household. The permit price can vary from no charge to \$50 per permit per year or more.
- » The number of permits issued can vary based on resident demand and lot frontage size/parking area within the permit zone.
- » The price for the permits is normally based on whether or not the municipality wishes to recoup the cost of the program (signage, permits, and/or enforcement) from the residents.
- » Short-term visitors are often accommodated by allowing for up to two hours of free parking without a permit.
- » Longer-term visitors can be accommodated in several ways:
 - Some cities offer one visitor permit per household, either at no charge or at the prevailing rate.
 - Some cities offer visitor permits for up to 30 days at a time, normally at no charge.
 - Cities usually restrict the number of times a visitor permit will be issued to the same vehicle (i.e., once per year).
 - Some cities offer work permits for contractors or repair people needing parking for longer than the typical two-hour limit.



Permit Fees

The residential permit programs in general all have quite low fees, from free to \$20 for the year. Many state laws regulate how much a municipality can charge for residential permits, limiting the price of the permit to a statutorily defined amount or the cost of issuing the permit. Many communities have found it politically undesirable to attempt to limit demand for parking in residential neighborhoods by increasing the price for existing residents.

In some cities, permit fees can run as high as \$60 per year (San Francisco) or over \$100 per year (Toronto, Canada). Some places structure fees so that second and third permits for a household are more expensive. For example, in Alexandria, Virginia, residential parking permits cost \$15 for the first vehicle, \$20 for the second vehicle, and \$50 for each additional vehicle. This discourages households from parking multiple cars on the street.

RPPP Enforcement

The basis for any effective enforcement program is adequate signage restricting parking within the RPPP zone. Signage must indicate the type of permit required (i.e., zone-specific), the hours of enforcement, and the parking time limit (if applicable).

Enforcement hours are normally 8:00 a.m. to 6:00 p.m. weekdays, depending on the nearby parking demand generator and enforcement capabilities. RPPP applicants must prove residency, such as by drivers license, vehicle registration, and utility bills, in order to obtain permits.

Most cities require payment in full of any outstanding parking tickets issued to permit applicants before any RPPP permits are issued/sold.

Enforcement should be aware that it is not uncommon for residents to sell their permits to non-residents, sometimes for a large profit. This is especially true in neighborhoods near a college or university.





RPPP FAQs

A best practice when introducing a new RPPP is to provide a well-developed and easy to understand “Frequently Asked Questions” or FAQ Brochure. Questions typically addressed in an FAQ might include:

- » What is the process for initiating a residential parking permit area?
- » Who initiates the process to designate a permit area?
- » Who is eligible for a residential parking permit?
- » What areas are eligible to apply for a residential parking permit area?
- » What qualifies a neighborhood to be eligible for RPPP?
- » How do I obtain parking permit(s) for my vehicle(s)?
- » Does the parking permit allow me to park my vehicle anywhere?
- » Is my parking permit valid in other parking permit zones in the City?
- » How long is a Residential Parking Permit Valid?
- » Is there a charge for the parking permit?
- » I own a residence located in a parking permit zone but do not live there. I lease the property to others. Can I obtain a parking permit?
- » What is a guest permit?
- » Is there a fee for a guest permit?
- » Do I have to obtain the permit(s) for my guest or can my guest apply for the permit(s)?
- » What information must I present to obtain my parking permit or a permit for my guest’s vehicles?
- » Can I get a permit for someone who is doing work at my residence?
- » My business is in one of the parking permit zones. Can my employees and I obtain parking permits for our vehicle(s)?
- » How is the parking permit program enforced?
- » Is there a grace period from the date when my permit expires?
- » What happens if permits are obtained or used illegally?
- » How do I get permits for my block?
- » How does a resident obtain an application form?
- » Who must sign the petition?



- » Where does a resident submit the application and petition form?
- » Once the application and petition are submitted, what are the next steps in designating a permit area?
- » Are holidays or special events exempt from these restrictions?
- » Do the restrictions affect delivery, service, or emergency vehicles?
- » Who can purchase permits?
- » What happens once the area is designated?
- » Which City departments are involved in the Residential Permit Parking Program?

RPPP Permit Display Instructions

To improve compliance and reduce citations related to improper display of permits, some communities provide specific permit display instructions (see example from Madison, WI below).

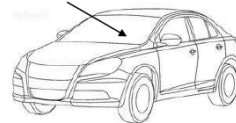
ATTACH PERMIT IN LOWER LEFT HAND CORNER OF THE WINDSHIELD (DRIVER'S SIDE).

The Madison Police Department may issue a ticket if the permit is improperly displayed or unreadable, there is more than one permit displayed, or if the license plate or vehicle type do not match the permit information in the City's permit database.

If you need a replacement permit for any reason during the permit year (new vehicle or plate, move, broken windshield, etc), **you must remove the sticker and apply for a replacement. Replacement permits will not be issued without the original permit returned.**



Place Permit Here



All vehicles except motorcycles

Place permit on fork



Motorcycles

Contact the City Parking Utility with questions about the residential parking program at parking@cityofmadison.com or (608) 266-4761. The office is located at 215 Martin Luther King Jr. Boulevard, Suite 100, and is open Monday through Friday from 7:30 a.m. and 4:30 p.m.



RPPP Conclusions

RPPPs can be an excellent tool to ensure adequate parking for residents on streets in front of their homes and to encourage non-resident parkers to park in more appropriate areas.

While protecting parking spaces for residents is typically the primary purpose of an RPPP, communities experiencing severe parking shortages or featuring residential areas blended with commercial areas can be differently motivated. These conditions are not uncommon in transit oriented developments where on-street parking is allowed to apply toward residential parking requirements. In these situations, maximizing the use and turnover of public on-street parking during business hours and ensuring availability of parking for residents after business hours can be dual program goals.

An often overlooked aspect of RPPPs is that they can generate additional parking revenue for the demand generators in an area by eliminating nearby free parking options (assuming paid parking is in place within the area).

RPPPs are sometimes seen as a bureaucratic headache requiring residents and their guests to obtain permission to park in front of their own homes, while prohibiting other citizens from parking on public streets. Once a petition process has been initiated by area residents and a parking survey has been completed, assuming the utilization data indicates the need for such a program, the decision to implement an RPPP should consider these other factors.



SAMPLE DOCUMENTS

A variety of sample RPPP documents from several U.S. cities is provided on the following pages. These samples illustrate the type of information typically provided by a municipality to explain the program's goals and processes.

Resident Information/Application

Sharing the Streets



In 1996 the City of Boulder adopted a new Transportation Master Plan (TMP) with the support of its citizens. One item addressed was the need to manage parking and balance transportation demands while preserving the quality of life in Boulder.

In this effort, the City developed a number of options, among them the use of residential permit parking system. Residential permit parking programs have been used

successfully in cities nationwide and are most often implemented in neighborhoods adjacent to major employment and activity centers.

Preserving the Character of Our Neighborhoods

The Neighborhood Permit Parking Program (NPP) is designed to make Boulder neighborhoods safe and pleasant places to live, work and attend school by encouraging less driving and reducing on-street parking congestion. Each neighborhood in the program has public parking limits that are unique to that area and take into account the neighborhood's particular needs.



RESIDENT NEIGHBORHOOD PERMIT PARKING (NPP)

RESIDENT NEIGHBORHOOD PERMIT PARKING (NPP)

INFORMATION & APPLICATION

Downtown University Hill Management Division
and Parking Services
1500 Pearl Street, Suite 302 • Boulder, CO 80302
Phone: (303) 413-7300 • Fax: (303) 413-7301
www.ci.boulder.co.us/duhmd

INFORMATION & APPLICATION

Downtown University Hill Management Division
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1500 Pearl Street, Suite 302 • Boulder, CO 80302
Phone: (303) 413-7300 • Fax: (303) 413-7301
www.ci.boulder.co.us/duhmd

RESIDENT NPP APPLICATION

PLEASE PRINT

Name: _____ Owner _____ Tenant _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (H) _____ (B) _____
Fax: _____
Email: _____ (optional)
_____ (optional)

Under the Boulder Revised Code 106.1, a vehicle with a valid, properly affixed residential permit will be exempt from the NPP zone time limit restrictions where there is a Permit Engraved sign in the zone where the permit was issued. It is understood that the permit does not exempt the permitted vehicle from all other parking restrictions or laws, or from restrictions posted on other NPP zones.

I will affix the permit issued to me to the interior lower left-hand corner of the windshield on the vehicle for which it is issued. I will remove the decal (permit) if the vehicle is sold or transferred to another. Should the decal (or pass) be lost, I will report it to Parking Services within three (3) business days.
I will retain possession of the visitor passes issued to me. Visitor passes can only be used for 24 consecutive hours while the visitor is on the premises of the address the permits were issued. Abuse of any permit issued by the City of Boulder can result in the revocation of Resident permits for up to one year.

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY
Issued by: _____ Date: _____ NPP Zone: _____
Proof of residency: ☐ Proof of vehicle registration: ☐
License Plate: _____ Vin: _____ Exp: Mo/Yr: _____
License Plate: _____ Vin: _____ Exp: Mo/Yr: _____
Vehicle 1 Decal # _____ Vehicle 2 Decal # _____
Vehicle 3 Decal # _____ Vehicle 4 Decal # _____
Visitor permit #1 _____ Visitor permit #2 _____

Resident NPP Information

FEES AND PAYMENT METHODS

- \$12 per vehicle per year.
- Accepted payment methods include: cash, check, Visa and MasterCard.

ELIGIBILITY (Who can get a NPP?)

- Residents living in an NPP zone.
- Businesses located in an NPP zone.
- Nonresident commuters (limited availability).

REQUIREMENTS

- Complete the attached NPP Application.
- Application requirements include:
 - Proof of residency (current lease, recent utility bill, or vehicle registration).
 - Current Vehicle Registration in your name. If your last name is not on the registration, you must provide a statement from the owner verifying you as the primary driver. The statement must include the owner's name, address, telephone number and signature.

RESTRICTIONS

- Vehicles without parking permits may park in an NPP zone up to the posted time restriction one time per day. After parking in a zone for the posted time limit, vehicles must leave the zone and may NOT park in that zone again on the same day.
- Vehicles with NPP permits are exempt from posted NPP parking restrictions.

PERMITS PER UNIT

- Mapleton, High / Sunset 3 unrelated people per unit.
- Columbine, Fairview, Goss Grove, University Hill & Whittier: 4 unrelated people per unit.

Resident NPP Information

VISITOR AND GUEST PASSES

- Two non-replaceable visitor passes are available per unit with purchase of a permit.
- Use of the visitor pass is valid only while the visitor is on the residential premises.
- Visitor passes shall not exceed 24 consecutive hours and are to be used within a one-block radius of the residence address.
- Guest passes are available on an as-needed basis for a specified time period.

PERMIT DISPLAY

- Affix the resident permit to the interior lower left-hand corner of the windshield.
- Remove the permit if vehicle is sold or transferred.
- Visitor and Guest Passes are hangtags and must be hung from the rearview mirror with the zone name facing out while the vehicle is in the zone. For safety, please remove when driving.

LOST PERMITS

- Report lost permits or passes to Parking Services within three business days.

NPP ZONES & PUBLIC PARKING TIME LIMITS

Zone	Time	Limit
Columbine	8am - 5pm Mon - Fri	2 hour limit
Fairview	8am - 3pm School Days	2 hour limit
Goss Grove	8am - 5pm Mon - Fri	2 hour limit
High / Sunset	8am - 5pm Mon - Fri	2 hour limit
Mapleton	8am - 5pm Mon - Fri	2 hour limit
University Hill	8am - 5pm Mon - Fri	2 hour limit
Whittier	8am - 5pm Mon - Fri	2 hour limit
Whittier Night	8pm - 12am Fri & Sat	3 hour limit

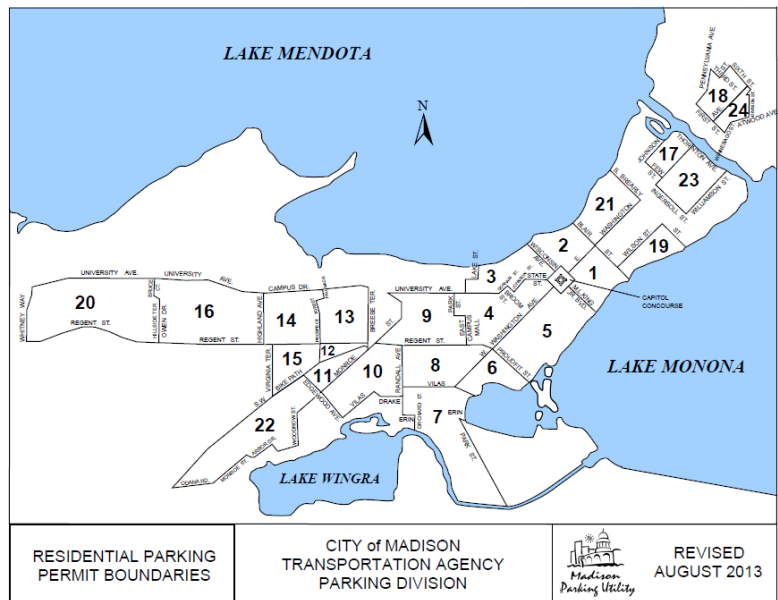
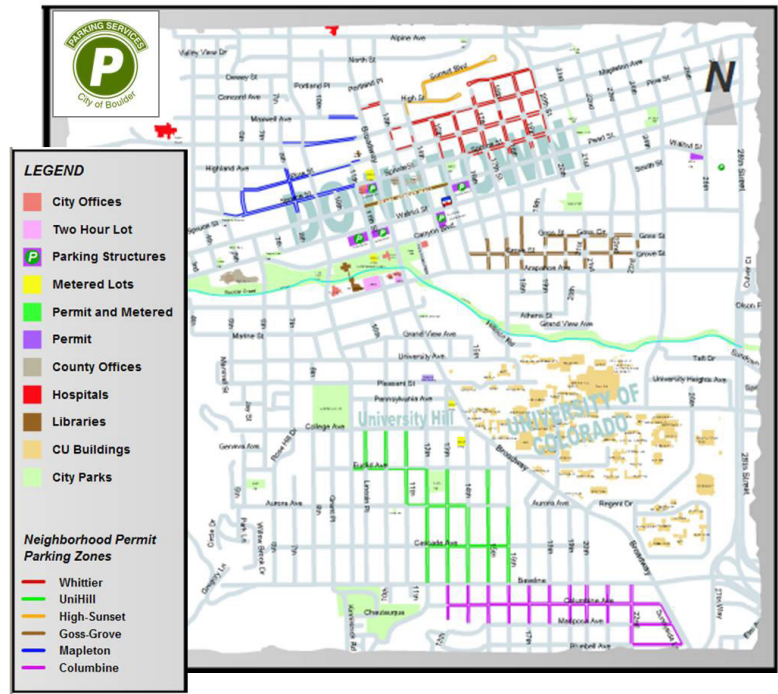
NPP RENEWAL DATES

Zone	Renewal Date
Columbine & Goss Grove	August 31 st
University Hill	September 30 th
High / Sunset & Whittier	October 31 st
Fairview & Mapleton	November 30 th

More information: Downtown University Hill Management Division and Parking Services
1500 Pearl Street, Suite 302 • Boulder, CO 80302
Phone: (303) 413-7300 • Fax: (303) 413-7301 www.ci.boulder.co.us/duhmd

8/10/2004

NPPP Area Map



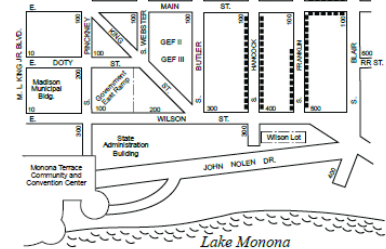
AREA 1

Streets available for Residential Permit Parking
Streets designated for Residential Permit Parking are indicated by the area number in the lower left hand corner of the parking signs.

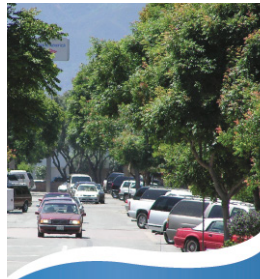


Area Designation

New Base 10 - 7 - 08
Revised 9 - 18 - 00
Verified 8 - 14 - 12



NPPP Brochure



RESIDENTIAL PARKING in Fort Collins

The Residential Parking Permit Program (RP3) is designed to make Fort Collins neighborhoods safe and pleasant places to live, work and attend school by reducing on-street parking congestion.

The program helps to provide close and convenient on-street parking for residents by reducing the volume and impact of non-resident vehicles in neighborhoods. It protects residential streets by using a system that limits parking in a neighborhood to only those residents and their guests with permits during the posted time limits. Each neighborhood in the program has its own unique parking requirements, and solutions are tailored to each area to take into account the neighborhood's particular needs.

City of
Fort Collins
Parking
Services
215 North Mason Street
PO Box 389
Fort Collins, CO 80522-0389



City of Fort Collins **Residential PARKING PERMIT Program**

City of Fort Collins
Parking
Services

fcgov.com/parking/residential
970.221.6617



SETTING UP RESIDENTIAL PERMIT PARKING in your Neighborhood

The Residential Parking Permit Program (RP3) is voluntary and is only established in neighborhoods where residents request the program and there is a measurable parking problem.

- Resident contacts Parking Services about their neighborhood parking problem.

- Call: 970-416-2036
- Email: jmoyer@fcgov.com

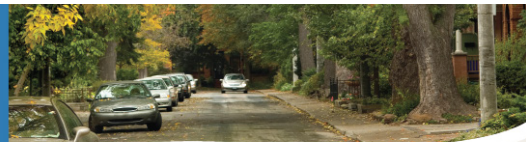
- City Staff verifies that a parking problem exists by monitoring the neighborhood.

- City Staff defines boundaries and other characteristics of the program for the neighborhood.

- The City contacts residents to give them the opportunity for input and to determine if the program will work in their neighborhood.

- If more than 50% of responding residents are in favor of the program then the implementation process will begin.

City of
Fort Collins
Parking
Services



How the **RP3** works

- Residents who live in a designated permit district may obtain one free permit and may purchase additional permits.

- To obtain your parking permit:

Come to Parking Services
located at 215 N. Mason

Bring with you:

- Valid vehicle registration

- Current driver's license

- One of the following proofs of residency bearing your name and address within the permit zone:

- Gas, Electric or Telephone Bill
- Cable Television Bill
- Monthly Bank Statement
- Credit Card Bill
- Water and Sewer Bill
- Notarized/signed Rental Agreement

Guest Permits

- Residents in a permit parking zone may also obtain short-term guest passes for visitors.

- To obtain a permit for your guest you must supply the following:

License plate number

State of issue

Vehicle make

Color

Body style

- Sedan
- Pickup
- Motorcycle, etc.

FOR MORE INFO:

In person: 215 N. Mason
Call: 970-221-6617
Email: jmoyer@fcgov.com
fcgov.com/parking/residential



*Note: If your vehicle registration or driver's license contains your name and address within the permit zone then you do not need to provide another form of residency.



NPPP Required Documentation Checklist



APPLY FOR A RESIDENTIAL PERMIT

Use the chart and definitions below to determine the Residential Permit type that you may qualify for. Then click on that permit type to apply. Instructions are on the application.

DMV Registration: A valid DMV registration reflecting resident's name and the address where the residential permit will be registered to. Local post office box is acceptable only with proper proof of permit address reflected on registration.

Proof of Residency: Current (last 45 days) utility bill, phone bill, cable bill, bank statement or insurance declaration page. Local post office box is acceptable with proper proof of address reflected on the bill or statement.

*Chart below reflects eligibility in general. Each application is still subject to review for correct documentation and limits to the number of permits per household.

Documentation you have...	Permit Type*		
	VEHICLE	VISITOR	TEMPORARY
Valid DMV Registration and Proof of Residency	•	•	
Valid DMV only. No Proof of Residency			•
Proof of Residency only. No DMV Registration		•	•
Military Personnel with Proof of Residency	•	•	
Property Owners with Current Property Tax Statement		•	
Business Owners with DMV Registration and Proof of Residency for business address	•		
Proof of Residency only. Accommodating Short-Term Visitors (Guests, Contractors, etc.)			•
Proof of Residency with new vehicle. Waiting for DMV Registration		•	•
New Resident. No DMV Registration or Proof of Residency			•



Special Permit Needs	VEHICLE	VISITOR	TEMPORARY	
Leased or Company Vehicles	•			Company Vehicle Form Required
Student (college or university) with Proof of Residency only. No DMV Registration.			•	Subject to Student Temporary Permit Requirements
Home Health Care Providers			•	Please call 916-808-5117 📞

Permit Type	Description and Required Documents	Limit	Special Requirements
Student Temporary	<p>Available to residents who are students currently enrolled in a local college or university and who may not have DMV registered to their residence.</p> <p>Students must apply in-person at the Revenue Division and must have all required documentation ready upon application.</p> <ul style="list-style-type: none"> • Student ID • Current Semester or Quarter Course • DMV Registration • Proof of Residency (i.e. SMUD, PG&E, bank statement) • Temporary Permit Application 	One per student	Must be renewed on a semester basis
Home Health Care	<p>Residents who require a health care provider to visit their residence may be eligible to obtain a Home Health Care Permit. These permits and their expiration dates are determined on a case-by-case basis.</p> <p>These permits are placards which are not license-plate specific. The permit must be displayed on the inside of the vehicle on the driver's side of the dashboard. The VIN number of the vehicle must still be visible when placing the placard on the dashboard.</p> <p>For a list of required documentation, please click on the link below.</p>	Case-by-case basis	To apply please call 916-808-5117
Leased or Company Vehicles	<ul style="list-style-type: none"> • Current DMV registration • Proof of Residency: Current utility bill (last 45 days) reflecting business name and address where the permit will be registered to. • Declaration of possession of a leased or company-owned vehicle either on company letterhead or on a completed Company Vehicle Verification Form. 	Vehicle Permit	