

WHAT YOU SHOULD KNOW ABOUT RESIDENTIAL PARKING PERMITS

Attached is your application for residential parking permits. Incomplete applications cannot be accepted and will be returned for corrections. Permits are not required if vehicles display a disabled placard or plates. All information given is confidential and secured. Mail completed application and required documentation to the address on the front side of this form. Your permits will be mailed to you.

PARKING PERMITS AND FEES

There is a maximum limit of one permit for non-resident property owners and qualifying commercial property address during a permit year. The cost of all permits is **\$14.00** if issued prior to **January 1, 2012** and reduced to **\$7.00** if issued after **January 1, 2012**. All fees are nonrefundable. Issue one check for total of all permits. **IMPORTANT: Please make check or money order payable to "City Treasurer" (only checks or money orders accepted). \$25.00 FEE ON RETURNED CHECKS.**

- **VEHICLE DECAL:** Is a permit that is issued to a specific vehicle and is affixed to the rear bumper or outside rear window. This permit requires valid vehicle registration, a valid driver's license and proof of residency.
- **VISITOR PLACARD:** An optional placard that is displayed on the dashboard of a guest's vehicle is also available. This permit is valid only when displayed within the same block as the address noted on the placard. There is a limit of two per qualifying address and is not available to commercial properties, or non-resident property owners or agents. This permit requires proof of residency.
- **TEMPORARY PERMIT:** Permit holders may obtain two-week temporary permits throughout the year for such events as construction or out-of-town guests. Each permit is issued to a specific vehicle or to the qualifying address at the cost of \$3.50.
- **REPLACEMENT PERMIT:** There is a \$7.00 replacement fee for lost, stolen, or replacement permits for vehicles that have been sold.
- **PERMITS ISSUED UNDER UNFUNDED CHECKS OR MONEY ORDERS WILL BE INVALIDATED. \$25.00 FEE ON RETURNED CHECKS.**

REQUIRED DOCUMENTATION FOR PERMITS

VALID DRIVER'S LICENSE: Is required even if it does not show qualifying address. If driver's license has been extended, include the DMV certificate of renewal. If driver's license shows qualifying address, no proof of residency is required.

VEHICLE REGISTRATION: A copy of applicant's valid registration card is required even if it doesn't show qualifying address. Residents whose sole vehicle is registered to another party (i.e., parent or employer) must submit a vehicle affidavit form with the vehicle registration card. If vehicle is registered to a different resident, that resident must complete a separate application.

RECENTLY PURCHASED VEHICLES: Can be issued a decal type permit by submitting a copy of "Purchase Agreement/Contract" in place of DMV registration card. Permit is issued to the last four digits of the vehicle identification number when the new license plate number is not yet available. Permit is not replaced even after receiving license plates from DMV and will remain valid until the end of the permit year.

PROOF OF RESIDENCY, TENANCY OR PROPERTY OWNERSHIP: Is necessary when your vehicle registration or Driver's License does not reflect the qualifying address. Please provide a copy of **two** of the following documents showing applicant's name, qualifying address, and current date.

- A current billing (i.e., utility, credit card, insurance) or recent bank statement.
- A property deed or tax bill (for non-resident property owner) or closing escrow statement (for newly purchased property).
- A rental/lease agreement for qualifying address stating your name as tenant. You must also provide the page that is signed by both landlord and tenant.

PERMIT APPLICATIONS: To obtain permit applications, or any unanswered questions, please call (619) 744-1710. Leave your name, qualifying address, and phone number with your request.

ENFORCEMENT: Is conducted Monday through Friday from 7am to 7pm throughout the entire year except City observed holidays. If you have questions regarding parking citations or parking enforcement, please call (866) 470-1308.