RESIDENTIAL PARKING PERMIT PROGRAM
POLICIES AND PROCEDURES

Establishment of Area:

Requests may be made by representatives of the Neighborhood Association or by individual citizens of the affected area. The City staff will request preliminary petitions prior to consideration of an area request in order to insure that public support exists in favor of the parking restrictions.

Area Which Might Be Considered:

Only single family housing and small rental properties (four plex or smaller) will be considered for permit parking. Multifamily housing complexes and apartment buildings larger than a four plex will not be considered for Residential Permit Parking. Those forms of housing are required by building code to provide sufficient off street parking to handle their residents and guests.

An area must be several continuous blocks which provide a logical shape with defined boundaries.

Method for Determining if an Area Should Have Residential Permit Parking:

The Traffic Engineer conducts a parking survey to determine if the area qualifies for the permit program. An area would qualify for the permit program if 75% or more of the total legal parking spaces are occupied and nonresident vehicles occupy more than 25% of the occupied spaces. A license plate survey would be used to determine the registered address of the vehicle owner in calculating percentage usage.

With the start-up of the Light Rail System, residences adjacent to LRT stations may contact Traffic Engineering to request Residential Permit Parking in their area. The area must not prequalify to proceed with the program.

Implementation of a Residential Parking Area:

If a permit program is warranted by the survey data, a public meeting is called to explain the program to the residents of the affected neighborhoods. Representatives of each department involved in the administration and enforcement of the permit program would explain their role and answer questions concerning their area of involvement.

Following the hearing, the Traffic Engineer would prepare a questionnaire, which would be sent to each residential dwelling unit within the area. Return of those questionnaires would determine the degree of neighborhood support. The City Council would not be forwarded any parking area for approval unless a substantial majority of the residents were in favor of the program.

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The specific parking regulations for an area (hours and days of enforcement, special conditions, etc.) will be established to most clearly reflect the wishes of the residents who are being served.

The parking restrictions chosen shall be consistent throughout the entire residential parking permit area. All other parking regulation signs presently in effect on blocks approved for residential parking will be removed except for those that are needed for safety reasons.

Application for Permits:

For areas which accept the residential permit program, the Traffic Engineer will mail applications to each residence in order to properly distribute the permits. Each household is entitled to a vehicle permit for each vehicle belonging to or operated by any person who lives at the residence. Proof of residency is required as is proof of ownership or responsibility (lease or rental agreements) for the vehicle which is being permitted. Persons with vehicles registered to the permit address will be able to complete the application process through the mail by submitting a photocopy of the registration. Persons with vehicles not registered to a parking area address will have to show proof of residency and may have to complete the permit process in person at the Traffic Engineering office. Some examples of proof of residency would be a rental lease, driver's license, telephone bill, or utility bill showing your name and the address of your residence within the parking permit area.

A request for more than 3 permits for any address shall trigger a review by staff for occupancy requirements. No additional permits shall be granted until a review has taken place and confirmation is given that the residence satisfies the occupancy requirements as established by code**.

Every household within the residential permit parking area is entitled to one free vehicle permit each year. For an annual fee of $5.00 per vehicle, residents may purchase additional parking permits to meet the actual needs at that household.

Guest Permits:

Every dwelling unit within the approved residential parking permit area is entitled to one free "Visitor Parking Pass" to be used exclusively for short-term visitors to that residence. These visitor permits will be clearly marked with the address of the residence and are subject to forfeiture for violation of this parking privilege. There is no charge for the visitor permit. If the visitor permit is lost or damaged, contact the Traffic Engineering office, and it will be replaced.

Under conditions where no driveway exists at a residence, the resident may contact Traffic Engineering and with proof of a legal non-conforming development where no driveway was installed, the resident may obtain (1) additional guest permit for the residence.

For long-term guests or large gatherings, contact the Traffic Engineering office to make arrangements for your guest to park. For long-term guests you will need to provide the license number of the vehicle as well as the make and model. For gatherings, provide the date and time

of the function and approximate number of vehicles expected.

Initiation of Parking Regulations:

Several weeks would be allowed for area residents to acquire and place their permit stickers on their vehicles prior to implementation of the program. The Traffic Engineer would then install the permit parking restriction signs, and a one-week warning period would be allowed for parkers to become knowledgeable of the new regulations. Warning tickets would be issued during that initial start-up period. Strict enforcement would then follow during the second week in order to insure the success of the program. Frequent violators could be controlled by use of the "police boot" if ticketing proves to be unsuccessful.

** The Tempe Zoning & Development Code limits a household in a single-family-residential district to: (a) one person, or (b) a family plus two additional persons, or (c) no more than three unrelated persons. See Tempe Z & D Code Section 2-107 for maps that identify single-family-residential districts. See Sections 3-102 and 7-107 for a complete definition of permitted household occupancy in single-family-residential districts.

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