



# Residential Parking Permit Instruction Guide

This guide explains how neighborhoods can request designation for a Residential Parking Permit Zone. Once established, residents displaying a valid permit may park within the zone without being subject to posted time restrictions.



## Eligibility Criteria

Parking Demand	During the proposed regulation period, at least 50% of on-street spaces are occupied.
Non-Resident Impact	Non-residential vehicles substantially and regularly interfere with residents' access to on-street parking.
Irregular Interference	The interference does not occur only at predictable times (e.g., weekly events, services).
Residential Support	75% of property owners fronting the affected spaces must sign a petition supporting the designation. One signature per dwelling unit, corresponding to titled property owners.



## Petition & Review Process

### Step 1 – Petition Submission

Residents complete and submit the Residential Parking Permit Petition Form to the Parking Administrator. The petition must include street name(s), block range, number of total properties, and contact information for the neighborhood representative.

### Step 2 – Verification & Study

City staff will verify petition signatures and conduct a parking utilization study to confirm that all criteria are met. Parking studies must be performed while school is in session.

### Step 3 – Review & Approval

If the proposed zone covers one street and intersection or less, the Parking Administrator may approve. If it covers more than one street or intersection, approval must be obtained by resolution of the City Commission.



## Launch & Implementation

Once approved, the City will designate the area as a Residential Parking Permit Zone and install official parking signs showing permit requirements. Residents within the zone may then apply for permits through the City's permit portal or customer service center. Note: The residential permit authorizes parking within the signed zone but does not guarantee a specific space.

