

# Residential Permit Instructions

## **\*RETAIN FOR YOUR RECORDS\***

Display permit by hanging it from the rear-view mirror inside front windshield. The permit must be visible to Parking Enforcement Officers. Vehicles not displaying a permit are subject to the time restrictions posted on the street. A residential permit is only valid on a vehicle with current registration tags from the Department of Motor Vehicles.

The permit may be transferred among your personal motor vehicles or temporarily displayed in a visitor's motor vehicle. Any vehicle displaying a permit must be currently registered with the Department of Motor Vehicles. **The permit is not valid for use in vehicles that exceed 8,000 pounds gross vehicle weight (Ord. 2713) or motor-homes and boats.**

### I UNDERSTAND:

- That this permit is transferable to a guest's motor vehicle (which is currently registered with DMV) and shall be displayed per these instructions.
- I am not guaranteed a parking space on the public street in front of my residence and/or neighborhood and that the parking privilege on the street is subject to a first come, first served basis subject to space available.
- This permit exempts me from the posted time limit **within the boundaries of my approved residential neighborhood only**. The residential neighborhood in which I am approved to park is indicated by the color on my permit.
- Permits expire on December 31<sup>st</sup> or June 30<sup>th</sup>, (depending on your parking zone), and must be renewed annually at City Hall Annex, Parking Division, 90 Santa Rosa Avenue. A processing fee will be charged for each transaction.

If the vehicle is sold or if the permit holder moves from the area, the **permit(s) must be returned** to the Parking Division at 90 Santa Rosa Ave. The Parking Division cannot issue a new permit until the old one is returned.

Residential permit(s) may be renewed by mail or online with proper documentation, (Residential Parking Permit Renewal form, proof of residence, current DMV registration), and administration fee.

Residential permit(s) are not valid at **parking meters**.

Residential permit(s) will be revoked in any of the following situations:

- **If any person falsely represents himself as eligible for a parking permit or furnishes false information to the Parking Division in order to obtain a permit.**
- **If any person allows or uses a permit for commuter parking. Commuter parking shall mean use of a permit for the purpose of parking to go to one's place of employment or educational institution**
- **If any person sells, transfers, exchanges, assigns, photocopies, produces or otherwise brings into existence a facsimile or counterfeit permit in order to evade parking regulations.**

## **City of Santa Rosa**

### **Residential Permit Program - Frequently Asked Questions**

- Q1: What is the reason for a neighborhood to have a parking time limit?**  
Certain neighborhoods within the City of Santa Rosa are heavily impacted by outside sources and experience a shortage of parking, such as the neighborhoods near the Junior College, those near the fairgrounds and the downtown business district. Parking time limits allow for better parking availability throughout peak times during the day.
- Q2: How does an area qualify to be part of the Residential Parking Permit Program?**  
To qualify, the area must be heavily impacted by outside sources and a petition supporting the program needs to be signed by 60% of the residents. Approval of a residential permit zone is a matter of City Council determination.
- Q3: Where am I allowed to park with a residential permit?**  
The residential permit areas are designated by color on the posted time limit signs. Permit holders may park in the designated color zone.
- Q4: With a time limit, are Residents the only people allowed to park on the street?**  
No, anyone may park on the street for the allotted time limit. Residents with a valid residential permit displayed are exempt from the time limits.
- Q5: Why do I have to pay to park in front of my own house?**  
A residential permit area is initiated by the residents of the neighborhood. Residential permit areas are optional and in absence of the program, a fee is not required. If a residential permit zone is implemented, a minimal fee is collected for processing purposes.
- Q6: What is required to prove eligibility for a residential parking permit?**  
A completed Residential Parking Permit Application, proof of residence, current registration for each motor vehicle needing a Permit (vehicle must be registered to the address on the application form), current Photo Identification, and payment of the \$20 processing fee. The \$20 processing fee is applied to each permit if purchased or renewed separately. The processing fee is established by City Council and is subject to change.
- Q7: How long is the permit valid?**  
Permits are valid from January 1st through December 31st or July 1st through June 30<sup>th</sup> depending on the permit zone and regardless of the date of issuance. The permit must be renewed annually.
- Q8: Will the \$20.00 fee be prorated if I get a permit mid-year?**  
No, the \$20.00 is a processing fee that helps pay for the administrative costs and materials required by the Residential Permit Program.

## **City of Santa Rosa**

### **Residential Permit Program - Frequently Asked Questions**

- Q9: How many permits may I purchase?**  
Up to three permits may be purchased with three valid vehicle registrations.
- Q10: Why is there a limit on the number of permits that can be purchased?**  
In order to ensure adequate parking availability for all residents in a given area, it is necessary to place a limit on the number of permits per household.
- Q11: Can I purchase a guest permit to use specifically for visitors if I have only one car?**  
A guest permit is available for purchase in a situation where the resident has no off-street parking, i.e. garage or driveway. Prior to issuing a guest permit, a field check is done to determine if the resident qualifies for a guest permit.
- Q12: Is there a way for visitors to be exempt from the posted time limits?**  
You may transfer your permit to a visitor for their use, provided their vehicle has a current registration. Two cars may not share one permit simultaneously. If you have more visitors than permits, the vehicles not displaying a permit are subject to the posted time limit and must move off of the block within the time limit.
- Q13: Can I use my permit for my motor home or my boat?**  
No, City code allows for the issuance of Residential Parking Permits to motor vehicles. A "Motor vehicle" is defined as an automobile, truck, motorcycle, or other motor-driven form of transportation not in excess of 8,000 pounds gross weight (Ordinance 2713). The objective of the ordinance is to preserve the safety, health and attractiveness of neighborhoods and other residential areas of the City of Santa Rosa.
- Q14: Can I get a bumper sticker instead of a hanging paper permit?**  
No, the permit program is administered through hanging paper permits. One of the benefits of having a hanging paper permit is that it can be transferred to a visitor's vehicle.
- Q15: What are the limitations of the program?**  
A permit holder is not guaranteed a parking space and is not exempt from other traffic controls and regulations existing in the residential permit parking area.
- Q16: What level of enforcement can be expected in a residential permit area?**  
Residential permit areas are patrolled regularly as staffing allows. Additional enforcement may occur in response to neighborhood complaints.
- Q17: If I have a permit, can I still be issued a citation?**  
Permit holders must comply with all City and State vehicle code requirements. Citations may be issued for violations including, but not restricted to the following:
- parked in excess of the time limit and a permit is not properly displayed.
  - parked in a driveway and the back end protrudes onto the sidewalk.
  - parked facing the wrong direction.
  - parked for more than 72 hours.

**City of Santa Rosa**  
**Residential Permit Program - Frequently Asked Questions**

**Q18: Why am I cited for forgetting to display my permit - the Enforcement Officers should know my car?**

The rules of the residential permit program have been established for consistent and equitable use of the permits and parking in the area. In order to achieve the objective, the officers will follow the rules of the program and cite any vehicle not displaying a residential permit.

**Q19: Do I have any recourse if I have a permit and I am issued a citation?**

Citations are eligible for review if they are contested within 21 calendar days of the citation issue date. Citations are reviewed based on set criteria for permit holders. There is no guarantee citations will be dismissed simply because the contestant has purchased a permit.

**Q20: How can I get my street removed from the residential permit zone?**

A petition supporting the removal needs to be signed by 60% of the residents and approval is then a matter of City Council determination.