



## **Public Works Department**

# **RESIDENTIAL PARKING PERMIT PROGRAM GUIDELINES**

**May 2017**

**Revised June 2021 (Proposed)**



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**For Information, call: 650-903-6311**



## City of Mountain View

### Public Works Department

## RESIDENTIAL PARKING PERMIT PROGRAM GUIDELINES

### OVERVIEW

In 2016, a Residential Parking Permit Program (“RPP Program”) was enacted by the City Council (“Council”) to enhance the quality of life in residential neighborhoods by reducing the impact of long-term parking of vehicles on certain residential streets by nonresidents who do not visit or conduct business with residents. The intent of the RPP Program is to provide reasonable, available, and convenient parking for residents on impacted streets and/or neighborhoods. This is accomplished through a multi-step process involving an initial petition by the residents, on-street parking surveys to determine the extent of the parking issue, a postcard survey by the City to determine resident support, Council approval, installation of parking time limit signs, and enforcement.

**Purpose:** The primary purpose of the RPP Program is to provide relief for neighborhoods that are affected by overflow parking by nonresidents from adjacent uses. The program is intended for any neighborhood in the City, except the Downtown Parking District, that wishes to seek relief from nonresident parking intrusion into their neighborhood, subject to these guidelines.

**Qualification Requirements:** An area may qualify for designation as an RPP Zone upon submitting a petition if the proposed area:

- Consists of a minimum of five (5) contiguous blocks:
  - If the nonresident parking impacted area does not have five (5) contiguous blocks, a minimum of three (3) contiguous blocks is sufficient;
- Is primarily residentially zoned;
- Has seventy-five percent (75%) or more of the on-street parking spaces occupied within each block of the proposed RPP Zone during peak periods;
- Has program implementation support by a majority of area residents; and

- Is not within the Downtown Parking District. The Downtown Parking District is subject to its own regulations as set forth in City Code Section 19.92.

The City of Mountain View will process requests to designate neighborhoods as RPP Zones on a first-come, first-served basis according to available resources. A neighborhood’s final designation as an RPP Zone is subject to the neighborhood meeting all guidelines and sufficient funding availability.

**Authorized Parking:** RPP Program Parking Permit holders, when displaying the permit in a proper manner, are allowed to park in the permit-designated RPP Zone with no parking time restrictions or zone-related parking prohibitions posted pursuant to the provisions of the RPP Program. The permit shall not, however, exempt any person from any other provisions of State law or City Code.

RPP Program Parking Permit holders are restricted to parking within the same RPP Zone for which the permit is issued. Permits issued for one zone are not valid in any other zone or the Downtown Parking District. **Possession of an RPP Program Permit does not guarantee or assign a specific on-street parking space.**

Purchasing permits for residents within an RPP Zone is optional and not mandatory [would be deleted if the proposed no-fee pilot program is approved by Council]. Emergency vehicles, vehicles with disabled placards, public utility vehicles, government vehicles when used in the course of business, and vehicles actively delivering materials and freight are exempt from RPP Program parking restrictions.

## DEFINITIONS

For purposes of the RPP Program, the following words and phrases shall mean:

- a. “Block” shall mean a public street segment intersected by two (2) other public streets. Street segments over 600’ in length, but less than 1,200’ in length, shall be considered two (2) blocks; street segments over 1,200’ in length shall be considered three (3) blocks.
- b. “Contractor Permit” shall mean a permit issued to a contractor or its employee(s) working on a residence within an RPP Zone. [Would be deleted if the proposed no-fee pilot program is approved by Council]
- c. “Director” shall mean the Public Works Director or ~~his/her~~ designee.
- d. “Dwelling Unit” or “Residence” shall mean a self-contained house, apartment, condominium, or other residence with an assigned address as used by the U.S. Postal Service or as listed in the City directory.

- e. "Guest Permit" shall mean a permit issued to a resident for use by a person visiting a residence in an RPP Zone or for workers providing services such as caregiving, gardening, repair, maintenance, and construction to the resident. [Would be deleted if the proposed no-fee pilot program is approved by Council]
- f. "Motor Vehicle" or "Vehicle" shall mean an automobile, truck, motorcycle, or other motor-driven form of transportation that does not include commercial or recreational vehicles, including trailers, boats, motorhomes, RVs, taxis, limousines, etc.
- g. "Parking Permit" or "Permit" shall mean a valid Residential Parking Permit, Guest Permit, Contractor Permit, or Visitor Permit. [Would be deleted if the proposed no-fee pilot program is approved by Council] in the form of a decal, sticker, hanger, or similar device issued pursuant to the RPP Program which, when displayed upon a Motor Vehicle, shall permit the Motor Vehicle to park in a designated RPP Zone, notwithstanding any parking time restrictions or parking prohibition in that zone established pursuant to the provisions of the RPP Program.
- h. "Resident" shall mean a natural person living in a dwelling unit in an RPP Zone.
- i. "Residential Parking Permit Program Guidelines" or "Guidelines" shall mean the City of Mountain View Residential Parking Permit Guidelines, as promulgated by the City Manager or ~~his/her~~ designee.
- j. "Residential Parking Permit Zone" or "RPP Zone" shall mean a geographical area in which City Council has established a preferential parking permit system pursuant to California Vehicle Code Section 22507.
- k. "Visitor Permit" shall mean a temporary 24-hour permit issued to a resident for use by a person visiting a residence in an RPP Zone. [Would be deleted if the proposed no-fee pilot program is approved by Council]

## DESIGNATION OF RPP ZONES

A neighborhood may be initiated as an RPP Zone by the City Council or through a Neighborhood Petition.

### **A. Initiation by Neighborhood Petition.**

Residents wishing to have their neighborhood designated as an RPP Zone must follow the process outlined in these guidelines. In most cases, the total process from

initial request to establishment of a zone may take six (6) to nine (9) months. Each step is outlined below.

### Step 1: Resident Petition

Residents must submit an RPP Petition to establish an RPP Zone to the Public Works Director (herein referred to as Director) on the standard City Residential Parking Permit Program Petition form. The Petition shall contain contact information for neighborhood representatives leading the neighborhood's effort to become an RPP Zone; a description of the nonresident parking that intrudes into the neighborhood, including the days and times that intrusion occurs; a description of the proposed RPP Program Zone, including a list of the blocks to be included in the zone; and signatures by adult residents residing in at least fifty-one percent (51%) of the dwelling units within ~~each block of~~ the proposed RPP Zone.

The proposed RPP Zone must be located within an area that is primarily zoned for residential use (as defined in Mountain View City Code of Ordinances, Article IV – Residential Zones, Section 36.10, and the City's Zoning Map), and should consist of at least five (5) contiguous blocks. If the nonresident parking-impacted neighborhood does not have five (5) contiguous blocks, a minimum of three (3) blocks is sufficient. The blocks can be in any orientation, and in most cases will include both sides of the street. In case of mixed-use streets, only the residential properties shall be able to participate in the RPP Program and RPP Zone signs shall only be posted in front of residential properties.

Upon receipt of the petition, the Director shall check the petition for adequacy. Only one (1) signature per residence, whether owner- or renter-occupied, will be considered.

### Step 2: Parking Surveys

If the Director finds the petition to be a valid petition meeting the above requirements, the Director shall undertake, or cause to be undertaken, parking surveys over the course of five to seven days during the peak parking periods to determine if the proposed zone is eligible to be designated an RPP Zone. For eligibility, parking surveys must show a minimum of seventy-five percent (75%) of all the on-street parking spaces within each block of the proposed RPP Zone are occupied.

Before the parking survey stage, the Director shall inform those residents within the proposed RPP Zone, plus those within two (2) adjoining blocks of the proposed RPP Zone, about the potential implementation of the RPP Program and provide an opportunity for residents in those two (2) adjoining blocks of the proposed RPP



Zone to participate in the petition process for designation of an RPP Zone, subject to meeting the same requirements.

Step 3: Establishment of RPP Zone Boundary and Restrictions or Denial of Request to Establish RPP Zone

If the RPP Zone request does not meet the above requirements, the Director shall send a letter to the petitioners declining the request.

If the RPP Zone request meets the above requirements, the Director shall propose the following:

- A. The RPP Zone boundary;
- B. Parking time restrictions; and
- C. Hours of parking restriction for the zone.

Parking time restrictions and hours of parking restrictions will be based on the parking issue particular to the proposed RPP Zone and shall be proposed by the Director, generally, based on the days and hours the proposed zone is impacted by nonresident parking.

Step 4: Postcard Surveys

The Director shall conduct a postcard survey of the properties within the proposed RPP Zone. The postcard survey will include, as a minimum, a description of the RPP Zone boundary, descriptions of the parking restrictions, the hours that parking will be restricted, and the current cost of permits. Postcard surveys will be mailed to both the owners and residents/tenants within the proposed RPP Zone, but only one (1) vote per residence shall be counted. If the votes differ, only the owner's vote will be counted. A minimum of fifty-one percent (51%) of the surveys (simple majority) must be returned to the Director within the designated time frame and sixty-seven percent (67%) of the returned surveys must support the establishment of the RPP Zone in order for the RPP Zone designation process to continue.

During the postcard survey period, staff will send out at least one additional notice either via mail or email reminding owners and residents/tenants to vote to promote the highest response rate possible.

If the returned surveys do not meet the above survey requirements, the Director shall send a letter to the petitioners declining the request.

#### Step 5: Council Transportation Committee Discussion

If sixty-seven percent (67%) of the returned surveys support the establishment of the RPP Zone, the Director shall present the RPP Zone designation request to the Council Transportation Committee (CTC) for public input, discussion, and recommendation to Council.

#### Step 6: City Council Action

The Director will present CTC's recommendation to Council, including preparing a Resolution for Council consideration. At a minimum, the Resolution will contain the following findings:

- A. The requirements set forth herein for establishment of an RPP Zone have been met;
- B. The boundary and the name, color, or number of the RPP Zone;
- C. Parking time restrictions and hours of parking restrictions or parking prohibitions within the RPP Zone for nonpermit holders;
- D. Cost of Parking Permits; and
- E. Other matters as the Council may deem necessary and desirable.

The establishment of an RPP Zone is established by resolution of the City Council.

#### Step 7: Posting of RPP Zone Signs

Upon adoption of the resolution by the Council designating an RPP Zone, the Director will order appropriate signs to be erected in the zone, indicating thereon the parking time restrictions, hours of parking restrictions, and exemption for permit holders.

RPP Zone designation on parking signs may be shown in different colors for different RPP Zones such as blue, red, purple, etc.

#### Step 8: Notice to Residents about RPP Zone Designation

Upon designation of an RPP Zone, the City shall notify residents within the zone about the RPP Zone, the process for implementation of the Zone, the date the RPP Zone enforcement will begin, and how to ~~purchase~~obtain Parking Permits. When displayed on a Vehicle, a permit will allow the Vehicle to be parked in the

designated RPP Zone. Vehicles displaying proper permits are not subject to any parking time restrictions or parking prohibitions posted in that zone pursuant to the provisions of the RPP Program. The permit shall not exempt any person from any other provisions of State law or City Code.

## B. Initiation by the City Council

The Council may, by its own motion, initiate consideration of an RPP Zone by directing staff to undertake the analysis and outreach process set forth in these Guidelines to replace the requirement of a neighborhood petition.

### **ISSUANCE OF RPP PROGRAM PERMITS** [This section would be revised if the proposed no-fee pilot program is approved by Council]

Four types of Permits are issued under the RPP Program:

- Residential Parking Permit
- Guest Permit
- Visitor Permit
- Contractor Permit

The Director, or ~~his/her~~ designee, shall issue each of the above-referenced permits in accordance with the requirements set forth in this section. Each permit shall identify the RPP Zone for which it is issued.

Applicants for Parking Permits will be required to complete a City-provided application and present proof of residence within the area designated as an RPP Zone, which may include a driver's license or photo identification with the address, a rental agreement, or a utility bill or other bill as approved by the Director, and proof of current registration for the Vehicle which the application is made. Contractors shall be required to present proof of working within the RPP Zone such as building permit or excavation/encroachment permit.

Residential Parking Program Permits are allocated on a per-qualified-dwelling-unit basis within the RPP Zone. The following RPP Zone permits may be issued:

1. Residential Parking Permits: A maximum of two (2) annual Residential Parking Permits for the resident(s), and a maximum of one (1) annual Residential Parking Permit, for caregivers upon caregiver submitting proof of providing caregiving services to a resident within a designated RPP Zone, such as a letter from the

resident receiving the services. These permits shall be Vehicle-specific and shall be affixed to the rear left bumper or rear left window.

2. Guest Permits: A maximum two (2) annual Guest Permits. These permits are transferable between guests and may be used for workers providing services such as caregiving, gardening, repairs, maintenance, and construction to the resident, and shall be displayed by attaching the permits to the Vehicle's rearview mirror.

**Residential and Guest Permits shall be sold and valid for a period of one (1) year from January 1 (or a later date of issuance) through December 31.**

3. Visitor Permits: Up to twenty (20) one-day Visitor Permits for special events or for persons visiting a residence in the RPP Zone. These permits shall be in the form of a paper, booklet, or similar device for display on a Vehicle's dashboard.
4. Contractor Permits: Contractors and their employees working within an RPP Zone shall be able to purchase one (1) book of twenty five (25) one-day, monthly, or quarterly permits, for a period not to exceed the duration of work, upon application and proper documentation.
5. Additional Permits: The Director may consider issuing extra annual Residential Parking Permits only. In order to purchase extra permits, a resident is required to provide a justifiable reason for the additional permits (i.e., having more than two (2) registered Vehicles).
6. Permits for Absentee Owners: Each owner of rental property within the RPP Zone, but living outside the RPP Zone, shall be able to purchase one (1) annual Residential Parking Permit or one-day Visitor Permit upon providing proof of ownership such as lease agreement.
7. Permits for Business Owners: The Director may consider issuing one (1) annual Residential Parking Permit to each small business owner within the RPP Zone with no on-site parking available.

Parking Permits will be sold in person at City Hall. In the future, permits may be sold via mail or online.

The RPP Program **does not** provide permits for the following:

- Downtown Parking District: Parking Permits shall not be sold to residents or businesses within the existing Downtown Parking District.

- Commercial and Recreational Vehicles: Parking Permits shall not be sold for any type of recreational vehicle, including trailers, boats, motorhomes, RVs, taxis, limousines, etc.

## **RENEWAL OF RPP PROGRAM PERMITS**

The process for renewing an annual Residential or Guest Parking Permit is the same as applying for a new permit and must be completed by January 10 of the subsequent year.

**RPP PROGRAM FEES** [This section would be revised if the proposed no-fee pilot program is approved by Council](NOTE: revisions to this section are to be determined based on CTC/Council input)

Residential Parking Permit Program fees, including the costs of any Parking Permits, shall be established pursuant to a resolution adopted by the City Council and set forth in the upcoming City Master Fee Schedule (See Appendices for cost of various permits).

The cost of Parking Permits will not be prorated for less than a month or refunded.

There shall be no refund or free replacement for a lost or stolen permit. Residents, however, will be allowed to replace a lost or stolen Parking Permit at the same cost (prorated per month) as a new permit.

In the case of replacing Vehicles and/or damaged permits, residents shall be allowed to replace an annual Residential Parking Permit upon returning the old permit (or pieces that include the permit number) or proof of selling the Vehicle, at a minimal cost set forth in the City Master Fee Schedule (See Appendices).

## **ANNEXATION OF NEW AREAS TO EXISTING ZONES**

Residents may petition the Director for annexation into a contiguous RPP Zone and the request will be considered utilizing the same criteria and process as set forth in these guidelines for designation of an RPP Zone.

## **MODIFICATION OR TERMINATION OF EXISTING ZONES**

The Council may terminate or modify a designated RPP Zone when any of the criteria for designation of the RPP Zone are no longer satisfied or upon determination that the designated RPP Zone is no longer in the best interest of the City.

Residents may file an application with the Director to remove a block(s) from the RPP Zone in a manner described below. However, a minimum of three (3) blocks must remain in an RPP Zone, or the RPP Zone designation shall be discontinued in its entirety.

A request for removal of a block(s) from the established RPP Zone or the entire RPP Zone designation shall be considered upon receipt of a petition signed by adult residents residing in at least fifty-one percent (51%) of the dwelling units within each block requesting removal; a follow-up postcard survey will be conducted by staff showing a minimum of sixty-seven percent (67%) support from the returned surveys for removal. At least fifty-one percent (51%) of the surveys must be returned in order for the removal process to continue. Upon satisfaction of all of the above criteria, the request will be presented to the CTC for discussion and recommendation to the City Council. A request for removal from an established RPP Zone is effective upon Council adoption of a resolution authorizing the removal.

The City shall only consider requests for modification or termination of an RPP Zone once every two (2) years and not until at least two (2) years after the RPP Zone is established, unless some major changes occur in and around the RPP Zone.

Any block removed from an RPP Zone shall not be allowed to reapply for designation as an RPP Zone for at least two (2) years from the date the signs were installed to establish the RPP Zone.

The Director, at his or her discretion, may consider requests for modification of an RPP Zone or to allow blocks to be redesignated as part of the RPP Zone earlier than two (2) years due to unforeseen major changes in the area affecting parking following the same process as set forth in the initiation by neighborhood petition (referenced here).

#### **PERMIT VIOLATIONS – REVOCATION AND APPEAL RIGHTS**

- a. No person shall park a Vehicle in an RPP Zone in violation of any posted or noticed parking time restriction, hours of parking restriction, or parking prohibition, without a valid and current Parking Permit for that Vehicle, unless that person is exempt from the Parking Permit requirement as set forth below in the Exceptions section. Violations of this subsection shall be punishable as an infraction.
- b. Any willful misuse of the Parking Permits, selling Parking Permits to others, copying permits, and providing false information to obtain permits shall not be permitted and is punishable as an infraction. Such misuse shall also result in revocation of the Parking Permit for the residence for a period of one (1) year. A revocation of a Parking Permit may be appealed to the Director by filing a request for an appeal within twenty-one (21) days of the revocation. The appeal must state why the permit should not be revoked. The Director shall respond within twenty-one (21) days and the Director's decision shall be final.

- c. Permit holders must obey all State and local parking laws. A Parking Permit does not exempt any person from any other provisions of State law or City Code.
- d. Vehicles parked in violation of the posted parking restrictions within an RPP Zone shall be subject to citation.
- e. Parking Permits are only valid within the same RPP Zone for which the Permit is issued.

### **EXCEPTIONS**

A valid Parking Permit issued under the RPP Program properly displayed on or within a Motor Vehicle shall permit such Vehicle to be parked in an RPP Zone and is not subject to parking time restrictions or hours of parking restrictions posted in the RPP Zone. A Parking Permit does not exempt any person from compliance of any other applicable provisions of State law or City Code, including, but not limited to, seventy-two (72) hour parking limitation on the street.

Emergency vehicles, vehicles with disabled placards, public utility vehicles, government vehicles when used in the course of business, and vehicles actively delivering materials and freight are exempt from RPP Program parking restrictions.

All motor Vehicles parked within an RPP Zone without a valid Permit shall be subject to all posted parking restrictions.

A Parking Permit issued under the RPP Program does not guarantee or reserve to the Permit holder an on-street parking space within the designated RPP Zone.





## APPENDICES

### Residential Parking Permit Program Petition Form

**Residential Parking Permit Application for Residents and  
Absentee Owners**

**Residential Parking Permit Application for Contractors**

**Residential Parking Permit Application for Caregivers**

**Residential Parking Permit Program Fees**

[These appendices would be revised if the proposed no-fee pilot program is approved  
by Council]





**CITY OF MOUNTAIN VIEW  
PUBLIC WORKS DEPARTMENT  
RESIDENTIAL PARKING PERMIT PROGRAM  
PETITION FORM**

The purpose of this form is to enable residential neighborhoods to request initiation of a Residential Parking Permit (RPP) Program in accordance with the City of Mountain View RPP Program guidelines. This form must be filled out completely and submitted to:

City of Mountain View  
Public Works Department  
500 Castro Street  
Mountain View, CA 94041

For questions, please call: 650-903-6311

**1. Neighborhood Contact Person(s)**

Name	Home Address	E-mail Address	Phone No.
1			
2			
3			
4			

**2. Please describe the source of nonresident parking that intrudes into your neighborhood and days and times when it occurs:**

*(Example: Students/business employees/transit riders parking in the neighborhood, from Monday to Friday between 8:00 a.m. and 5:00 p.m.)*

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**3. Please describe the proposed RPP Program area and list blocks and attach an area map:**

*(Example: 1400 block of Latham Street, 1500 block of Latham Street, 500 block of Pettis Avenue, 500 block of Mariposa Avenue, and 1400 block of Mercy Street)*

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We, the undersigned residents, petition the City of Mountain View to designate an area described herein and as shown in the attached map as a Residential Parking Permit (RPP) Program Zone. We understand that this program will limit on-street parking for two (2) to three (3) hours. Residents that wish to park for more than two (2) to three (3) hours on the street will need to purchase Parking Permits from the City. Vehicles displaying valid permits will be exempt from the time-limited parking restriction pursuant to the RPP Program. This form must be signed by adult residents residing [only one (1) signature per residence will be considered] in at least fifty-one percent (51%) of the dwelling units within ~~each block of~~ the proposed RPP area to initiate the process. Furthermore, the proposed area must be at minimum five (5) contiguous blocks, or a minimum of three (3) blocks, if the nonresident parking impacted area does not have five (5) contiguous blocks. We further understand that seventy-five percent (75%) of all the on-street parking spaces within each block of the proposed area must be occupied to be eligible for the area to be designated as an RPP Zone. Our signatures below certify that we support initiating the RPP process and hereby agree that the above-mentioned contact persons represent the neighborhood as facilitator(s) between the residents and the City related to this request.

Name—Please print	Address	Signature
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Name—Please print	Address	Signature
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Name—Please print	Address	Signature
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**CITY OF MOUNTAIN VIEW  
PUBLIC WORKS DEPARTMENT  
RESIDENTIAL PARKING PERMIT  
APPLICATION  
--FOR RESIDENTS AND ABSENTEE OWNERS--**

Please read the general Parking Permit guidelines on the back.

Please bring the completed application and a check, Visa, or MasterCard to the Public Works Department at City Hall, 500 Castro Street, between 8:00 a.m. and 5:00 p.m. Proof of residency within the RPP Zone (such as utility bill, driver's license, or rental agreement) and vehicle registration for each Vehicle is required to obtain Residential Parking Permits. Guest Permit can be purchased at the time of purchasing annual residential permits. For questions, please call 650-903-6311.

Number of Permits Requested      Resident       Guest       Visitor

Are these new, renewal, or replacement permits?      New       Renewal       Replacement

If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your vehicle was sold.

RESIDENT INFORMATION		
Resident Name	Permit Property Address	Daytime Phone

ABSENTEE OWNER INFORMATION			
Property Owner Name	Property Address	Owner Mailing Address	Daytime Phone

VEHICLE INFORMATION					
Vehicle	Year	Make & Model	License Plate #	State	Registered Owner
1					
2					
3					

I HAVE READ THIS APPLICATION AND AGREE TO COMPLY WITH THE REGULATIONS OF THE RESIDENTIAL PARKING PERMIT PROGRAM PURSUANT TO CITY CODE SECTIONS 19.99.12 THROUGH 19.99.22 AND RESIDENTIAL PARKING PERMIT PROGRAM GUIDELINES.

\_\_\_\_\_  
Signature of Applicant      Date

-----Please do not write below this line-----

RPP ZONE	CR CODE
# of Residential Permits issued and Permit #s: _____	x \$ _____ = \$ _____ PWRPPP
# of Guest Permits issued and Permit #s: _____	x \$ _____ = \$ _____ PWRPPP
# of Visitor Permits issued and Permit #s: _____	x \$ _____ = \$ _____ PWRPPP
<b>Total Amount Paid</b>	<b>= \$ _____ PWRPPP</b>

Receipt No: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

1. Each qualified dwelling unit within a RPP Zone could purchase:
  - a. A maximum of two (2) annual Residential Parking Permits. The permits are Vehicle-specific and shall be affixed to the rear left bumper or rear left window.
  - b. A maximum of two (2) annual Guest Permits. These permits are transferable between guests or workers providing services to the resident, and should be displayed by attaching to the Vehicle's rearview mirror.
2. Residential and Guest Permits are valid for a period of one (1) year from January 1 (or a later date of issuance) through December 31.
3. Residents may purchase up to 20 one-day Visitor Permits at a time. Please scratch off the entire silver coating for the date the permit is to be used (month, date, and year). Permit is invalid if more than one day is scratched off. Permits are in the form of a paper, or similar device for display on a Vehicle's dashboard.
4. There is no refund or free replacement for a lost or stolen permit. Residents, however, will be allowed to replace a lost or stolen Parking Permit at the same cost as a new permit.
5. In the case of replacing Vehicles and/or damaged permits, residents shall be allowed to replace an annual Residential Parking Permit at a minimal cost upon returning the original permit (or pieces that include the permit number), or proof of selling the Vehicle.
6. Each absentee owner of a property within the RPP Zone and living outside the RPP Zone is eligible to purchase one (1) annual Residential Parking Permit and up to 20 one-day Visitor Permits.
7. The Director may consider issuing one (1) annual Residential Parking Permit to a small business owner within the RPP Zone with no on-site parking available.
8. Parking Permits are not sold to residents or businesses within the existing Downtown Parking District or for any type of recreational Vehicle, including trailers, boats, motorhomes, RVs, taxis, limousines, etc.
9. Parking Permits are sold in person only at City Hall.
10. Vehicles displaying a valid permit are exempt from on-street time limited parking restrictions posted pursuant to the RPP Program.
11. Permits are valid for the RPP Zone for which the permits are issued, and are not valid in any other part of the City. A permit does not guarantee or reserve an on-street space.
12. Refer to Appendices for cost of permits. These costs are subject to change by Council resolution and as published in the next City Master Fee Schedule.
13. Permits must not be sold, transferred, or allocated to another person. Misuse or fraud may result in Director cancelling all permits issued to a residence.
14. Permits must be renewed by January 10 of subsequent year. Director will issue new permits at the time of renewal which must be displayed for a permit to be valid.





1. A contractor or its employees working for a resident within an established RPP Zone may use a resident's Guest Permit to park on the street.
2. Vehicles properly displaying a valid permit are exempt from on-street, time-limited parking restrictions posted pursuant to the RPP Program.
3. Proof of working within the RPP Zone such as a building permit or excavation/encroachment permit is required to obtain Residential Parking Permits for contractors.
4. Each qualified contractor or its employees could purchase permits as shown below for a maximum duration of time of completion as stipulated in the above-mentioned permit(s).
  - a. Quarterly permits. These permits are Vehicle-specific and shall be affixed to the rear left bumper or rear left window.
  - b. Monthly permits (hanger type and shall be displayed by attaching to the Vehicle's rearview mirror).
  - c. One-day permits. One book of 25 one-day permits in the form of a paper or similar device, and shall be displayed on a Vehicle's dashboard. Please scratch off the entire silver coating for the date the permit is to be used (month, date, and year). Permit is invalid if more than one day is scratched off.
5. Permits are nonrefundable. Lost, stolen, or destroyed permits may be replaced for the full cost of a permit.
6. Parking Permits are sold in person only at City Hall.
7. Permits are valid for the RPP Zone for which the permits are issued, and are not valid in any other part of the City. A permit does not guarantee or reserve an on-street space.
8. Refer to Appendices for cost of permits. These costs are subject to change by Council resolution and as published in the next City Master Fee Schedule.
9. Permits must not be sold, transferred, or allocated to another person. Misuse or fraud may result in Director cancelling all permits.



**CITY OF MOUNTAIN VIEW  
PUBLIC WORKS DEPARTMENT  
RESIDENTIAL PARKING PERMIT  
APPLICATION  
--FOR CAREGIVERS--**

Please read the general Parking Permit guidelines on the back.

Please bring the completed application and a business check, Visa, or MasterCard to the Public Works Department at City Hall, 500 Castro Street, between 8:00 a.m. and 5:00 p.m. A letter from the resident certifying that you are providing caregiving services to the resident within the RPP Zone and Vehicle registration is required to obtain Residential Parking Permit for Caregiver. For questions, please call 650-903-6311.

Type of Permit Resident

Is this a new, renewal, or replacement permit? New  Renewal  Replacement

If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your Vehicle was sold.

RESIDENT INFORMATION – WHERE SERVICE IS PROVIDED		
Resident Name	Permit Property Address	Daytime Phone

CAREGIVER INFORMATION		
Caregiver Name	Caregiver Address	Daytime Phone

VEHICLE INFORMATION					
Vehicle	Year	Make and Model	License Plate No.	State	Registered Owner
1					

I HAVE READ THIS APPLICATION AND AGREE TO COMPLY WITH THE REGULATIONS OF THE RESIDENTIAL PARKING PERMIT PROGRAM PURSUANT TO CITY CODE SECTIONS 19.99.12 THROUGH 19.99.22 AND RESIDENTIAL PARKING PERMIT PROGRAM GUIDELINES.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

-----Please do not write below this line-----

<b>RPP ZONE</b> _____ # of Residential Permits issued and Permit #s: _____	<b>CR CODE</b> PWRPPP PWRPPP
x \$ _____ = \$ _____ <b>Total Amount Paid</b> = \$ _____	

Receipt No: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

1. Caregivers may purchase one (1) annual Residential Parking Permit per dwelling unit.
2. Residential Permits are valid for a period of one (1) year from January 1 (or a later date of issuance) through December 31.
3. There is no refund or free replacement for a lost or stolen permit. Caregivers will, however, be allowed to replace a lost or stolen Parking Permit at the same cost as a new permit.
4. In the case of replacing vehicles and/or damaged permits, an annual Residential Parking Permit can be replaced at a minimal cost upon returning the original permit (or pieces that include the permit number), or proof of selling the Vehicle, at a minimal cost.
5. Parking Permits are sold in person only at City Hall.
6. Vehicles displaying a valid permit are exempt from on-street, time-limited parking restrictions posted pursuant to the RPP Program.
7. Permit is valid for the RPP Zone for which the permit is issued, and is not valid in any other part of the City. A permit does not guarantee or reserve an on-street space.
8. Refer to Appendices for cost of permits. Permit cost is subject to change by Council resolution and as published in the next City Master Fee Schedule.
9. Permit must not be sold, transferred, or allocated to another person. Misuse or fraud may result in Director cancelling the permit issued to the caregiver.
10. Permits must be renewed by January 10 of subsequent year. Director will issue new permit at the time of renewal which must be displayed for a permit to be valid.



**CITY OF MOUNTAIN VIEW  
RESIDENTIAL PARKING PERMIT PROGRAM FEES**  
**(NOTE: revisions to this section are to be determined based on CTC/Council input)**

<u>Type of Permit</u>	<u>Permit Fee</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Adoption Date</u>
Residential:				
1st Car	\$5.00	Space/Month		10/4/2016
1st Car	\$60.00	Space/Annual		10/4/2016
2nd Car	\$10.00	Space/Month		10/4/2016
2nd Car	\$120.00	Space/Annual		10/4/2016
Caregiver	\$5.00	Space/Month	7/1/2017	
	\$60.00	Space/Annual	7/1/2017	
Guest:				
	\$5.00	Space/Month		10/4/2016
	\$60.00	Space/Annual		10/4/2016
Visitor:				
One Day	\$2.00	One-Day Permit	7/1/2017	
		(max of 20 permits/purchase)		
Replacement	\$10.00	Fixed	7/1/2017	
Contractor:				
One Day	\$109.00	Book of 25 One-Day Permits	7/1/2017	
One Day	\$112.00	Book of 25 One-Day Permits	1/1/2018	
Monthly	\$54.00	Space	7/1/2017	
Monthly	\$56.00	Space	1/1/2018	
Quarterly	\$109.00	Space	7/1/2017	

Quarterly	\$112.00	Space	1/1/2018	
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