APPLICATION FOR PARKING PERMIT

PASADENA PARKING OFFICE
221 E. Walnut St., Suite 199
PASADENA, CALIFORNIA 91101 PHONE: (626) 744-7665

❑ TEMPORARY PERMIT ❑ OVERNIGHT PARKING
❑ ANNUAL PERMIT ❑ DAYTIME PARKING
PLEASE CHECK ONE PLEASE CHECK

Please complete all information requested. Answers will assist in determining qualification for permit. All questions must be answered. Please print clearly.

❑ NEW PERMIT ❑ RENEWAL ❑ CHANGE OF VEHICLE ❑ CHANGE OF ADDRESS ❑ DUPLICATE PERMIT

1. NAME OF APPLICANT_____ (LAST) (FIRST) (MIDDLE)
2. ADDRESS_____ APT. #_____ ZIP CODE_____
3. TELEPHONE NUMBER: RESIDENCE ( )_____ BUSINESS ( )_____
4. VEHICLE LICENSE PLATE NUMBER_____ STATE OF REGISTRATION _____
   VEHICLE MAKE_____ MODEL_____ YEAR _____ COLOR_____
5. DOES VEHICLE LISTED EXCEED MAXIMUM 7' IN WIDTH? YES_____ NO _____
   Example: Motorhome, camper, van conversion, etc.
6. IS VEHICLE USED FOR BUSINESS? YES_____ NO_____ IF YES, % OF TIME USED FOR BUSINESS _____
7. APPLICANT IS: ❑ RESIDENT ❑ STUDENT
8. IS VEHICLE REGISTERED IN YOUR NAME AND ADDRESS LISTED ABOVE? YES_____ NO _____
   IF NO, LIST NAME AND ADDRESS OF REGISTERED OWNER: _____
9. DO YOU PAY RENT? YES_____ NO _____
   NAME OF OWNER/MANAGER _____ TELEPHONE: ( ) _____

NOTE: COPIES OF THE CURRENT REGISTRATION SLIPS REQUIRED FOR ALL VEHICLES PARKED ON THE PROPERTY.

10. LIST LICENSE PLATE NUMBERS ALONG WITH THE MODEL AND STATE OF REGISTRATION FOR ALL VEHICLES AT YOUR RESIDENCE NOT INCLUDING THE ONE LISTED ABOVE. ALL VEHICLES LISTED MUST BE CURRENTLY REGISTERED AT APPLICANT'S ADDRESS. CVC 4159.
    1)_____ 2)_____ 3)_____
    4)_____ 5)_____ 6)_____
11. ARE ALL YOUR VEHICLES CURRENTLY REGISTERED WITH THE CALIFORNIA D.M.V.? YES_____ NO _____
    NOTE: Expired California registration is automatic denial. cvc 4159. Out of state registration is automatic denial. cvc 6700.
12. HOW MANY PARKING SPACES ARE AVAILABLE AT YOUR RESIDENCE?_____
    NOTE: Includes garage(s), all driveway space and apartment/condominium parking spaces. Application is subject to a field inspection for verification of parking spaces on the property.
13. IS THERE ANY PARKING AVAILABLE, EITHER FREE OR PAID, WITHIN 600' OF YOUR RESIDENCE? YES_____ NO _____
14. IS THERE PARKING SPACE CURRENTLY BEING TAKEN UP BY THE STORAGE OF TRAILER, BOATS, BOXES, FURNITURE, CLASSIC CARS, INOPERABLE VEHICLES OR ROOM CONVERSIONS NOT AUTHORIZED BY CITY PERMIT, ETC? YES_____ NO _____
15. HOW MANY CALIFORNIA LICENSED DRIVERS RESIDE AT YOUR RESIDENCE? _____
16. IF APPLYING FOR A TEMPORARY PERMIT, PLEASE EXPLAIN REASON AND DURATION: _____
    _____
17. DOES ANY VEHICLE LISTED AT YOUR RESIDENCE HAVE A CURRENT PARKING PERMIT? YES_____ NO _____
    IF YES, LIST HOW MANY OF EACH TYPE. NOTE: Maximum of two permits of each type per residence.
    OVERNIGHT PARKING PERMITS_____ DAYTIME PARKING PERMITS_____ TEMPORARY PERMITS _____

I CERTIFY OR DECLARE THAT THE ABOVE STATEMENTS AND ANSWERS CONTAINED HEREIN ARE TRUE AND CORRECT. PROOF OF FRAUDULENT APPLICATION WILL RESULT IN IMMEDIATE DENIAL AND/OR REVOCATION OF PERMIT.

_____ APPLICATION VOID AFTER THIRTY DAYS
(APPLICANT'S SIGNATURE) (DATE)

NOTE: APPLICATIONS THAT ARE INCOMPLETE OR MISSING INFORMATION WILL NOT BE PROCESSED.

FOR OFFICE USE ONLY

APPROVED_____ DENIED_____ OFFICER_____ DATE_____
REMARKS _____
_____
DECAL NUMBER_____ DATE ISSUED_____ BY _____

SEE REVERSE SIDE FOR INSTRUCTIONS

ATTENTION PERMIT APPLICANT

PERMIT REQUIRED

Under Pasadena Municipal Code (Section 10.44.010) it is unlawful for the owner or driver of any vehicle to allow such vehicle to remain standing in any street or alley in the City between the hours of 2 a.m. and 6 a.m. without a permit.

INVESTIGATION REQUIRED

The Director of Public Works and Transportation shall conduct an investigation to determine (1) that adequate off-street parking is not available within 600 feet of the applicant's residence and (2) that no public safety problem will result in the issuance of this permit. If the application is for daytime parking, the applicant must have a current annual city all-night street parking permit or a parking district all-night parking permit issued for the vehicle specified in the application.
(P.M.C. 10.42.050)

DENIAL

Your application for a parking permit may be denied for one of the following reasons:

1. All parking at residence shall be used for parking drivable vehicles. Storage in parking spaces shall be cause for denial.
2. If there is adequate room to park all vehicles on the premises, the application will be denied.
3. If parking is available, either free or paid, within 600 feet of your residence, the application will be denied.
4. All vehicles at your residence, including those for which parking permits are not applied for, must be currently registered at the location
5. Application for a permit for a vehicle used for business purposes may be denied.
6. If two permits of the same type are currently issued to your residence, application for an additional permit will be denied.
7. If there are outstanding parking citations issued to any vehicle at the residence.

RIGHT TO APPEAL

Any person aggrieved by the decision of the Director of Public Works and Transportation with reference to the approval or denial of an application for a permit or renewal of a permit or suspension of a permit shall have the right of appeal. An appeal must be perfected within 15 days after notice of the decision or order of suspension by filing with the City Manager a Letter of Appeal briefly stating therein the basis for the appeal. Applicants need to correspond directly with the City Manager's office in writing.

DISPLAY OF PERMIT

The permit shall be visibly affixed to the inside left rear side window of the vehicle for which it is issued, and the permit shall not be effective unless it is so affixed. (P.M.C. 10.42.080 and P.M.C. 10.44.070)

MAXIMUM NUMBER

No more than 2 nighttime and 2 daytime on-street parking permits shall be issued to one residence at any time. (P.M.C. 10.42.060)

PERMIT VALID

Vehicle shall be parked on any street within a 500 foot radius of a permittee's place of residence as designated on permit.
Under the following circumstances, a permit shall be invalid:

1. On any street where parking is prohibited either by red curb or posted parking prohibitions during the hours such prohibitions are in effect; (This includes posted restrictions for street sweeping)
2. In any green, yellow, blue or white painted curb zone; or
3. On any street in front or abutting any property except property improved exclusively for residential use. (P.M.C. 10.42.060)

SEVENTY-TWO HOUR LIMIT

No vehicle for which a permit has been issued shall be parked or left standing upon any street or alley for a period of more than 72 consecutive hours. (P.M.C. 10.42.160 and P.M.C. 10.44.140)

CHANGE OF ADDRESS/VEHICLE

Permitee must return the current permit and reapply. Verification of the circumstances under which the original permit was issued will be made. Once verified, a new permit will be issued upon receipt of payment of transfer fee and/or duplicate fee.

TEMPORARY PERMITS

A thirty-day permit is available for purchase for a temporary need for on-street parking. Renewal of the temporary permit for an additional thirty days will require an investigation and approval from the Director of Public Works and Transportation.