

**Attachment B: City of Tustin RFP**  
**PARKING PERMIT MANAGEMENT AND CITATION PROCESSING SERVICES**

**CITY OF TUSTIN**  
**PREFERENTIAL PERMIT PARKING PROGRAM**  
**NOTIFICATION**

Under direction of the Tustin City Council, the City of Tustin has adopted a policy and procedure for preferential permit parking on public streets. All existing preferential parking permits expire on January 31<sup>st</sup> and all residents in permitted areas need to reapply for permits in compliance with the policy and procedures. All current preferential parking zones will remain in effect.

Permit Issuance is based on the following criteria;

1. All authorized Preferential Permit Parking will prohibit overnight parking from 2am to 6am, seven (7) days a week, unless approved otherwise by City Council.
2. All residents in a Preferential Permit Parking Area will be subject, without exception, to all related parking regulations.
3. Each household will be issued a permit(s) upon request and verification of full utilization of all off-street parking.
4. Parking Permits shall be obtained in person at the Tustin Police Department. The applicant must provide proof of residency and all vehicle license registration information on a completed Permit Parking Application. This document will be the permanent record of the respective household's Program participation, acknowledgement and receipt of the Permit Parking Program's procedures and requirements.
5. Approved permits are not transferable. All permits will be entered into a database for tracking and record keeping.
6. Temporary guest permits may, at the discretion of the Police Department, be issued during normal business hours at no cost to households in a Permit Parking Area.
7. All Parking Permits remain the property of the City of Tustin and may be revoked if used contrary to the provisions of this policy.
8. All permits are issued on an annual basis and need to be renewed during designated application period of January 1<sup>st</sup> to January 31<sup>st</sup>.
9. Permit applications may be completed online at [www.tustinpd.org](http://www.tustinpd.org) **OR** in person at TPD.

To be in compliance with the policy and procedures, all residents in authorized Permit Parking Areas must reapply annually under the current above mentioned criteria.

The permit must be placed in the lower left corner on the front windshield of the vehicle, just above the vehicle identification number plate. Permits not placed properly in the assigned vehicle are subject to citation.

Temporary guest permits issued to qualifying residents must be completely filled out in blue or black ink and placed in the lower left corner of the front windshield of the vehicle, just above the vehicle identification number plate. Permits that are not completed in full or properly placed will not be valid and subject to citation.