



CITY OF TUSTIN
POLICY AND PROCEDURES
PREFERENTIAL PERMIT PARKING ON PUBLIC STREETS
October 7, 2008

The Tustin City Council may adopt the following Policy and Procedures for the criteria, application, evaluation, administration, fees and implementation of Permit Parking as applicable to public streets within the City. This policy is intended to mitigate parking intrusions (spillover parking) that may impact the quality of life and affect the public safety in single family detached neighborhoods.

Criteria

1. Only residential streets in single family detached neighborhoods shall be eligible for Permit Parking.
2. Permit Parking, if approved, shall be limited to a designated area, not less than one block.
3. Permit Parking will be considered by the City Council given:
 - A. Any one household within a potential Permit Parking Area makes an application to the Public Works Department for the establishment thereof.
 - B. A parking analysis/evaluation is completed by the Public Works Department.
4. The City Council may, at its sole discretion, review and approve or deny any application for Permit Parking in the interest of community benefit or public safety.

Application

1. An application for Permit Parking shall contain a description of the problem, the time the problem is occurring, the general area affected by the parking intrusion, and the applicant's name, home address and telephone number(s).
2. The City Engineer shall determine the exact limits of the general area.
3. The applicant or designee shall be the contact person for the City staff.

Permit Process

1. The City Engineer shall prepare an agenda report to be considered by the City Council.

- A. The report shall state the facts pursuant to the request for permit parking consideration. The applicant shall be provided a copy of the staff report.
2. If a permit parking area is approved by the City Council, each household in the permit parking area who wishes to park within the designated restricted area will be required to obtain a permit to do so pursuant to the permit issuance outline below.
3. If the request for Permit Parking is denied, a second analysis of the same or similar general area will not be conducted for a minimum of twelve months unless there is a significant, identifiable change in parking characteristics as determined by the City Engineer. Subsequent analysis of the same general area will be subject to the same requirements and procedures as the initial request.

Permit Issuance

1. All authorized preferential Permit Parking will prohibit overnight parking from 2am to 6am, seven (7) day 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 off-street parking.
4. Parking Permits shall be obtained in person at the Police Department. The applicant must provide proof of residency; vehicle license and registration, and complete and sign a 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.
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 and may be revoked if used contrary to the provisions of this policy.

Bail Schedule

The fine for violation of the Permit Parking regulations shall be as the City Council may set from time to time.

Misuse of Parking Permits

Any person selling, fraudulently using, reproducing or mutilating a Parking Permit issued in conjunction with the Parking Permit Program shall be guilty of an infraction and shall be subject to a fine as the City Council may set from time to time and the forfeiture of all Parking Permits, or such other penalty as the City Council may, from time to time, set by ordinance.

Program Removal

1. A Permit Parking Area or part thereof may be removed from the Permit Parking Program by the City Council pursuant to a determination that removal from the Program is in the community interest or in the interest of public safety or at City Council discretion.
2. There shall be no cost to the residents associated with removing an area from the Permit Parking Program.
3. If an existing Permit Parking Area is revoked, any request for reinstatement shall be subject to the same process as that of a new Parking Permit Area.

Exceptions & Exemptions

To accommodate particular events or circumstances, the Police Department may, temporarily, suspend enforcement of the Permit Parking regulations.

FEE

The fee for preferential Permit Parking regulations shall be as the City Council may set from time to time. Currently, permits are issued at no fee.