

# County of San Mateo

## Department of Public Works



## Residential Parking Permit Program (RPPP) Policy and Procedures

Adopted by  
San Mateo Board of Supervisors

Revision 0

**Date**

# ***Residential Parking Permit Program***

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## **A. PURPOSE**

The County of San Mateo is committed to preserving livable and inviting neighborhoods in the unincorporated areas of the County.

Excessive parking of vehicles on residential streets for extended periods of time may cause a loss of on street parking in some neighborhoods. To protect residential parking in areas where neighboring communities are experiencing a parking deficit, the County is proposing to establish preferential resident parking zones for those areas who are most impacted by a lack of on street parking.

A preferential resident parking system can help alleviate strains on the residents of these neighborhoods. But it can also restrict use by the same residents accustomed to no parking restrictions. The purpose of this Residential Parking Permit Program (RPPP) is to allow residents and property owners the opportunity to petition for limited on-street parking in their neighborhood while restricting long-term parking by non-residents or over use of parking spaces by individuals residing in these areas.

## **B. PERMITS**

The Residential Parking Permit Program (RPPP) proposes two types of permits for residential areas: Residential Parking Permits and Visitor Parking Permits.

### **1. Parking Permit Types**

- a) Residential Parking Permit Sticker** – If approved for an RPPP area, parking permit stickers will be issued to residents within the RPPP area. These permits allow residents to park on the street during the posted RPPP time restrictions.
  - 1) Parking permits may be issued for day-time or night-time depending on the needs of the neighborhood. Day-time hours will be Monday through Friday 7:00 AM to 6:00 PM and Night-time hours will be 7 days a week 6:00 PM to 7:00 AM.
  - 2) Parking permits are issued as stickers to be affixed to the resident's vehicle. The residential permit is valid for up to two calendar years and is available from the Public Works Department.

- 3) The number of permits that may be issued to a single-family household is two (2) and a multi-family residence is one (1) per unit. It is understood that a greater amount of parking permits may be issued than there are available on-street parking spaces. This may create an environment of natural competition for on-street parking between neighborhood residents without the influence of long-term non-resident parking.
- 4) Parking permits may be issued only for passenger non-commercial and passenger commercial (i.e., SUV's, small pick-up trucks, etc.) vehicles registered to residents residing within the residential parking permit area. Oversized vehicles such as commercial trucks, boat trailers, RV's (camping trailers, motor homes, etc.), trailers and work-type commercial vehicles, including taxis and limousines, are not eligible for residential parking permit program permits.
- 5) The resident is responsible for acquiring a new permit by the first day of the new two-year permit cycle year (January 1). There is typically a thirty (30) day grace period at the beginning of the two (2) year permit cycle during which the Sheriff's Office will issue warnings. No other grace period (i.e., new resident to area, new car, etc.) is available during the two (2) year parking permit cycle.
- 6) The requirements to obtain a parking permit as a resident are:
  - a) A completed application form with the resident's name and address.
  - b) A current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.
  - c) Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a driver's license, the vehicle registration, a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.

**b) Visitor Parking Permits** – Visitor permits are issued to residents within the RPPP area for use by *short-term guests*, so they may park on the street with the same parking rights as a resident of the RPPP area.

- (1) Visitor permits are issued as rear-view mirror hangers and must be displayed from the rear-view mirror to be valid. Visitor parking permit hangers are transferable and may be placed on any vehicle that would be eligible to use a parking permit sticker.
- (2) Any residence, either single-family or multi-family, eligible to obtain a residential parking permit may obtain a visitor parking permit hanger. Only one (1) visitor parking permit hanger may be issued per household at any given time. Lost or damaged visitor permits may be replaced at the discretion of County Staff. This visitor parking permit is valid for one

to seven (1-7) days. The visitor permit parking hanger display effective dates. Each household may apply for six (6) free visitor parking permits per year. In addition, a household may apply for up to six (6) additional visitor parking permits per year at a cost of five dollars (\$5) per permit. This visitor parking permit is only intended to be used by visitors. Use of the visitor parking permit by a resident is not permitted and may result in the issuance of a citation and/or confiscation of the visitor permit.

## **2. Fee for Residential Parking Permits**

Effective in calendar year 2019, the cost for the issuance of a residential parking permit is \$75/permit per year if applied for Jan 1 through June 31<sup>st</sup> of the year and \$37.50/permit for the first year if applied for July 1 through December 31 of the year. Permit fees are non-refundable and will be automatically increased three percent (3%) annually effective on January 1 of each year.

## **3. Eligibility for Vehicles Which are not Resident Owned**

a) Company Cars – A residential parking permit sticker may be issued for residents who have company cars as their primary transportation vehicle subject to the limitations set forth in Section B1(a). To obtain a permit, the person must be a resident within the residential permit parking area who has a motor vehicle for his/her exclusive use and under his/her control where said motor vehicle is registered to his/her employer and he/she presents a valid employee identification card or other proof of employment that is acceptable to the County.

- 1) The requirements to obtain a parking permit sticker for a company car are:
  - a) A completed application form in the residents' name and address.
  - b) A current DMV vehicle registration for the requested vehicle.
  - c) Proof of residency in the resident's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a driver's license, the vehicle registration, a utility bill, company letter or paystub or a preprinted personal check with the resident's name and address.
  - d) This permit counts as one permit towards the allowed one (1) per multifamily unit and two (2) per household.

b) Caregivers – Caregivers may be issued one (1) additional parking permit sticker for each household as needed for care of residents.

- 1) The requirements to obtain a parking permit sticker for a caregiver are:
  - a) A completed application form in both the residents' and caregivers name and address.
    1. A current DMV vehicle registration for each vehicle for which the

- applicant is requesting a parking permit.
2. Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a utility bill, car insurance policy, rental agreement or a preprinted personal check with the resident's name and address.
    - b) A letter from the resident identifying the permit applicant as the caregiver. The letter shall include details on the duration of service, hours of service more than two (2) hours/day needed for care.
    - c) Medical referral including the need and specifying amount of care required from a medical provider.
  - 2) Nanny or baby sitter does not qualify as caregiver and would not be eligible for an extra permit.
  - 3) The County will evaluate needs for more than one caregiver permit per resident on a case by case basis.

## **4. Penalties**

The fine for violation of the Residential Parking Permit Program regulations is as defined by County Ordinances. At the time of the development of this policy, the fine is established to be the same as a No Parking Zone violation.

## **5. Misuse of Parking Permits**

Any person selling, fraudulently using, reproducing or mutilating a parking permit issued in conjunction with the residential parking permit program shall be guilty of an infraction and shall be subject to a citation for each offense and the forfeiture of all permits in conflict, or such other fine or penalty as the County may set by ordinance.

## **C. POLICIES**

All residential parking permit programs shall follow a set of policies that are consistent from one program area to the next. This includes program area limits, enforceable times, and implementation practices.

- a) The implementation of a Residential Parking Permit Program does not guarantee the availability of parking spaces on a public street, or within a specific neighborhood. Because more parking permits may be issued than there are available on-street parking spaces, the program may create an environment of natural competition for on-street parking among neighborhood residents without the influence of long-term non-resident parking.
- b) The program allows for residents without a parking permit or non-residents

to park on-street during the restricted hours for a maximum of two (2) hours during the day.

- c) The Residential Parking Permit Program is intended for use in single family and multi-family neighborhood areas. The program is not intended for use in areas or on streets where there is a mix of commercial and residential use. For the purpose of this program, mixed-use is defined as areas with both commercial and residential land uses where shared use of existing on-street parking is expected.
- d) Program enforcement hours will be determined based on the type of parking impact but will be limited to 7:00 AM to 6 PM Monday through Friday for day-time and 6:00 PM to 7:00 AM seven days a week for night-time parking permit areas. This will provide for consistency among residential parking permit areas and simplify enforcement of the program times.
- e) Unless otherwise approved by the Public Works Director, parking restrictions within residential parking permit areas must be consistent from corner to corner on all streets to prevent “spill-over” or shifting of an on-street parking problem to an adjacent non-restricted area. Restrictions on one side of the street only may be approved by the Public Works director if only one side of the street is zoned residential and in unincorporated San Mateo County.
- f) Limits of the parking permit neighborhood will be determined based on the limits identified by the program applicant for which there is demonstrated support through subsequent property owner surveys. The proposed area must be a **minimum one thousand (1000) feet of contiguous road centerline**.
- g) Parking permit holders will be issued permits to park along any street within the limits of their residential parking permit neighborhood area.
- h) Any work-type commercial vehicle, displaying a commercial license plate, that is actively performing work for a property within the limits of a residential parking permit program zone, may park on-street in front of the subject property without the need for a residential parking permit, and will not be cited.
- i) Parking permits are not intended for use at metered parking spaces within business districts or retail areas.
- j) Vehicles displaying parking permits are subject to all other parking restrictions including green time limited zones, white passenger loading zones, yellow loading zones, blue ADA zones, street sweeping zones, and red no parking zones.

- k) Displaying a residential parking permit does not exempt the vehicle from the requirement to move a parked car every 72 hours.
- l) Once established, a residential parking permit program area will be reassessed after ten (10) years through a County-developed property owner survey. If a two-thirds (2/3<sup>rd</sup>) majority of the property owners, responding to the survey, are interested in maintaining the current program, the RPPP will remain in place for another ten (10) years. If less than a two-thirds (2/3<sup>rd</sup>) majority indicate interest in maintaining the program, a public hearing will be scheduled to consider removal of the RPPP.
- m) To process a request for implementation of a residential parking permit program (RPPP), a parking occupancy rate of eighty percent (80%) or more as established in Section D.2 of this document must exist. This program is intended to limit and restrict on street parking from adjoining neighborhoods, or streets, while providing reasonable on street parking opportunities for residents within a qualified RPPP.
- n) Any parking permit may be revoked if used contrary to the provisions of this policy.

## **D. REQUIREMENTS**

The following are required to implement a residential parking permit program:

1. **Parking Occupancy Rate Determination** – A Parking Occupancy Rate must be established for every street/neighborhood either by the County or by a qualified licensed traffic engineering firm approved by the County. Any street/neighborhood with parking occupancy rate equal to or above 80% qualifies for the RPPP.
2. **Determination of Parking Permit Program Zone** – A parking utilization survey will be used to set the boundaries of the residential parking permit program zone. The survey will be conducted between 7:00 AM. and 6:00 PM., Tuesday through Thursday for day-time requests and between 6:00 PM and 7:00 AM for night-time requests, on a day the community has identified as a typical problematic parking day. For the purposes of the survey, only legal parallel parking spaces of twenty (20) feet in length will be included in the base calculation. Street segments having less than eighty percent (80%) parking utilization will not be considered for inclusion in the parking permit zone. Other factors may also be considered by staff including street topography and the potential for parking creep directly adjacent to a newly signed parking permit program area.



3. Neighborhood Survey – For the Department of Public Works to recommend approval for the residential permit parking program, the neighborhood survey, distributed by the County to the current registered property owners, must have fifty percent (50%) or more response rate, and a two-thirds (2/3<sup>rd</sup>) support level from those returning the survey.

## **E. PROCEDURES**

### **1. PROGRAM DEVELOPMENT**

Residential parking permit program development must be consistent with all policies as defined above. The recommended procedures presented below provide for consistent parking permit program development from one neighborhood to the next. County staff has the flexibility to modify the following procedures when it is appropriate.

1. A Residential Permit Parking Program is requested by a San Mateo County resident or property owner through the Public Works Roads Division. The application includes the requested streets to be included in the residential parking permit area.
2. Through discussions with the applicant, the limits of the RPPP zone will be defined and day and time limits of the proposed program will be identified. The Department of Public Works will then conduct an occupancy rate evaluation and inform the applicant whether the requested zone qualifies. Days and times of enforcement will be established to reflect the nature of the parking demand and enforcement by the Sheriff's Office.
3. Community Support – There are various methods which may be used to generate neighborhood support for the implementation of a residential parking permit program. These include:
  - A neighborhood meeting
  - Circulation of a resident petition
  - Circulation of a property owner petition
  - Support of Homeowners' Association
4. These methods are optional and at the discretion of the applicant. It is ultimately the responsibility of the applicant to generate enough support that can be demonstrated to the Director of Public Works through a survey. Staff may work with the applicant to determine which options are appropriate for generating an adequate level of support.

5. Staff will prepare a survey to determine property owner support for the requested residential parking permit area. The County will distribute the survey to all property owners in the proposed RPPP area and will notify both property owners and residents of the results of the survey.
6. The Public Works Director may deny a request for a residential parking permit area based on the information gathered during the RPPP evaluation process. Should the Director of Public Works recommend program approval, the Board of Supervisors would make a final decision regarding the implementation of the program within a specific neighborhood.
7. If the request for permit parking is denied or terminated, a second study of the same or of an overlapping RPPP study area will not be conducted for a minimum of three (3) years unless there is a significant, identifiable change in parking characteristics as determined by the Department of Public Works. Subsequent studies of the same general study area will be subject to the same requirements and procedures as the initial study process.
8. If the request for permit parking is approved by the Board of Supervisors, staff will notify the residents and property owners within the proposed permit parking area to inform them of the results. The notification will identify the requirements for on-street parking within the permit parking program area and include a permit application form for the residents.
9. Parking permits are valid for up to two (2) years. They can be renewed in person, via email, or by mail before the end of the calendar year they expire. On-line renewals may also be possible in the future.

## **2. PROGRAM REMOVAL**

The process to remove a residential parking permit program is similar to a program development. The procedures presented below provide for consistent parking permit program removal.

1. A RPPP area, or part thereof, may be removed from the permit parking program by the Public Works Director pursuant to:
  - a. A valid request from the affected residential parking permit neighborhood, and a County provided petition from that neighborhood indicating support from at least two-thirds ( $2/3^{\text{rd}}$ ) of respondents in the area wishing to be removed from the RPPP.
  - b. A determination by the Public Works Director that removal from the RPPP is either in the community interest or is in the interest of public safety.
2. Once the petition for removal is received by staff, a survey of the area is prepared and distributed to property owners within the neighborhood. A minimum of fifty percent (50%) of the property owners surveyed within the area requesting removal from the RPPP must respond, and of those responding, no less than two-thirds ( $2/3^{\text{rd}}$ ) must support removal from the permit program for staff to recommend removal of the program to the Board of Supervisors.
3. If the petition to remove the RPPP is successful, the Board of Supervisors will review the request and make a determination regarding removal of the parking permit area. The affected neighborhood, including residents and property owners will be notified of the Board's determination and the RPPP signs will be removed. There shall be no cost to the residents associated with removing an area from the RPPP.
4. If an existing RPPP area is revoked, any request for reinstatement shall be subject to the same process as that of a new RPPP area, such request will not be considered for at least three (3) years after removing the RPPP area. If approved, the neighborhood shall be assessed the total cost of all related staff activities including permit printing costs, distribution cost and all sign installation costs.

## **F. RESIDENTIAL PARKING PERMIT PROGRAM FREQUENTLY ASKED QUESTIONS (FAQ)**

### **1. What is a Residential Permit Parking Program (RPPP)?**

The County of San Mateo will implement a residential permit parking program as a remedy for neighborhoods that are impacted by long-term on-street overflow parking from sources outside the neighborhood such as schools, business complexes and commercial areas. This program is intended to deter long-term on-street parking by non-residents.

Implementation of a RPPP area is a way to give residents of a designated area a better chance to park near their homes. It is not intended to designate a specific parking space along a property frontage. An RPPP area involves the posting of parking time limits or parking restrictions from which local residents are exempt if a valid permit is properly displayed within their vehicle. Residents within an approved parking permit neighborhood may obtain a parking permit to display on their car that will allow them to park for more than two hours within their RPPP zone. The number of parking permits issued per property is two (2) per single family dwellings and one (1) per unit for multi-family dwellings.

### **2. Where are RPPP areas allowed?**

Residential Parking Permit Programs are allowed within zoned residential neighborhoods where on-street parking ability is impacted by parked cars from non-residents or abusive parking practices by individuals.

### **3. Why is a policy and procedures document necessary?**

For a residential permit parking program to be effective it is essential that it can be enforced. One factor that increases the ability for the Sheriff's Office to enforce parking restrictions in an area is program consistency. Programs should be consistent from one area to another within the County. This document serves to establish criteria and process expectations for both staff and the community while helping to define a collaborative process.

### **4. Are residents who live in a RPPP area required to obtain parking permits?**

Obtaining a parking permit is purely optional. You may decide to obtain a parking permit which will allow you to park on the street during restricted hours, or you may decide not to obtain a parking permit and be subject to the on-street parking restrictions of the street.

### **5. Can I park in a RPPP area during restricted hours without a permit?**

Any vehicle may park within the RPPP zone for up to two (2) hours during daytime restrictions.

**6. How long does it take to establish a new RPPP area?**

It can take several months to establish a new area. Depending on the size of the impacted area, the overall process from initial request to sign installation could take eight to twelve months.

**7. Can I use my parking permit to park in any of the posted RPPP neighborhoods?**

Each parking permit issued will be for a specific RPPP neighborhood or area. With the appropriate parking permit, you may park within the boundaries of that specific RPPP area only. Parking for a period of time greater than that posted, or in an area other than that designated by your parking permit, may result in your vehicle receiving a citation. The RPPP cannot guarantee or reserve the permit holder a parking space within a designated residential parking permit program area. Parking is on a first-come, first-served basis.

**8. How are the restrictions enforced?**

The Sheriff's Office may issue citations to vehicles that are in violation of the parking restrictions. Enforcement is made by routine patrols or by calling the Sheriff's Office at (650) 599-1664.

**9. Can a RPPP be abolished once an area has been created?**

A RPPP may be removed per the program elimination process identified in the RPPP Policy and Procedures document. The County is notified of the request, a petition is circulated, a survey is distributed, a public hearing is held and if successful, the signs are removed.

If you have questions or are interested in a Residential Parking Permit Program, please call Public Works at (650) 599-1414 or email [dpw\\_traffic@smcgov.org](mailto:dpw_traffic@smcgov.org).

## **G. NEIGHBORHOOD DRAWBACKS ASSOCIATED WITH 'RESIDENT ONLY' PARKING**

Although there are many advantages associated with a RPPP, there may also be some disadvantages. Please read the following information carefully while considering the impacts of implementing a Residential Parking Permit Program in your neighborhood.

1. The implementation of a Residential Parking Permit Program does not guarantee the availability of parking spaces on a public street, or within a specific neighborhood. The program creates an environment of natural competition for on-street parking between neighborhood residents without the influence of long-term non-resident parking.
2. Creating a new RPPP area can take several months and requires a review by the Public Works Director, and adoption by the Board of Supervisors.
3. The results of the County survey must demonstrate sufficient public support from a majority of the property owners within the proposed area. Two-thirds (2/3<sup>rd</sup>) of the responding property owners can impose their parking desire on the remaining property owners and residents when at least fifty percent (50%) of the property owners respond to the survey. Generating greater levels of support is encouraged for the future success of the program.
4. A parking occupancy rate of at least 80% must exist. Many neighborhoods are not likely to qualify.
5. If you have guests that wish to stay for longer than two hours and park on the street, you must obtain a visitor parking permit for the vehicle of your guest.
6. If you or your guest park on the street for longer than two (2) hours without a permit during day-time permit restricted hours or for any duration during night-time permit restricted hours, you may receive a citation.
7. A residential parking permit program can be imposing to a neighborhood and create some inconvenience. These drawbacks must be weighed with the potential benefits when considering the implementation of a program that would restrict parking in your neighborhood.

## **H. Appendices**

1. Methodology Used to verify support for program
2. Application to be used by a resident or property owner seeking to initiate an RPPP area
3. Petition – to be used by applicant to determine if there is sufficient support to proceed with application.

Methodology used to determine if an application is suitable for a permit parking zone:  
 An example calculation for Streets A thru D which are more than 1000 feet in length.

Street	properties <sup>1</sup>	legal parking spaces <sup>2</sup>	cars parked <sup>3</sup>	% parking occupancy <sup>4</sup>	proceed with Survey <sup>5</sup>	# responding <sup>6</sup>	% responses <sup>7</sup>	# responding in favor <sup>8</sup>	% in favor <sup>9</sup>	Implement RPPP <sup>10</sup>	comments
A	100	100	50	50%	N					N	sufficient parking
B	200	50	60	120%	Y	100	50%	67	67%	Y	sufficient support
C	50	30	25	83%	Y	50	100%	25	50%	N	insufficient support
D	300	100	90	90%	Y	140	47%			N	insufficient response
1 Properties - legal apn, condominium units, duplexes, etc. Apartments and other rental units count as one property owner and has one vote											
2 legal parking space - parallel parking spaces only; 20 feet per space required – driveways not included											
3 Parked Cars - number of parked cars on the street, parallel, diagonal, double, etc. Cars parked on driveway not included in this count.											
4 percent parking occupancy = cars parked/legal parking spaces , maybe greater than 100% if very congested parking											
5 if percent occupancy greater than or equal to 80% then Yes proceed with survey - meets criteria											
6 property owner survey- number of responses to survey											
7 percent responding = #responses/properties must be greater than 50%											
8 number responding in favor of establishing an RPPP											
9 percent in favor = #responding in favor/#responding must be greater than or equal to 67%											
10 meets all conditions, then implement RPPP, Yes.											



RPPP #

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## Residential Parking Permit Program Request Form

The purpose of this form is to enable neighborhoods to request the initiation of a Residential Parking Permit Program in accordance with the County of San Mateo's adopted Residential Parking Permit Program Policy and Procedures. This form must be filled out in its entirety and submitted to:

The County of San Mateo  
Public Works Department  
752 Chestnut Street  
Redwood City, CA 94063

### 1. Requesting Individual's Contact Information

Please Print
Name:
Address:
Phone Number:
Email (preferred):

### 2. Please select which permit program(s) you wish to apply for based on the needs of your neighborhood. (choose one)

- ☐ Daytime: Monday through Friday 7:00 AM to 6:00 PM  
☐ Nighttime: Seven days a week from 6:00 PM to 7:00 AM

### 3. Please describe the nature of the parking issue in your neighborhood. What streets in your neighborhood do you feel are affected?

- ☐ Please include a detailed map showing the exact limits of the Residential Permit Parking Program application.


RPPP#

- 4. Can you identify the cause of parking issue in the neighborhood? Are there any facilities (churches, schools, shopping centers, etc.) near this location that generate a high concentration of vehicle and pedestrian traffic?**

☐ Attach additional sheets containing a description, pictures and or maps illustrating the parking issue.

- 5. Please describe how a Residential Parking Permit Program will be able to eliminate or reduce parking impacting the neighborhood:**

- 6. Is there neighborhood support for submittal of this Residential Parking Permit Program application? Have you spoken to your neighbors or contacted your HOA/Neighborhood Association?**

RPPP#

# Neighborhood Petition Form for Residential Parking Permit County of San Mateo

THE UNDERSIGNED BELOW AGREE TO THE FOLLOWING:

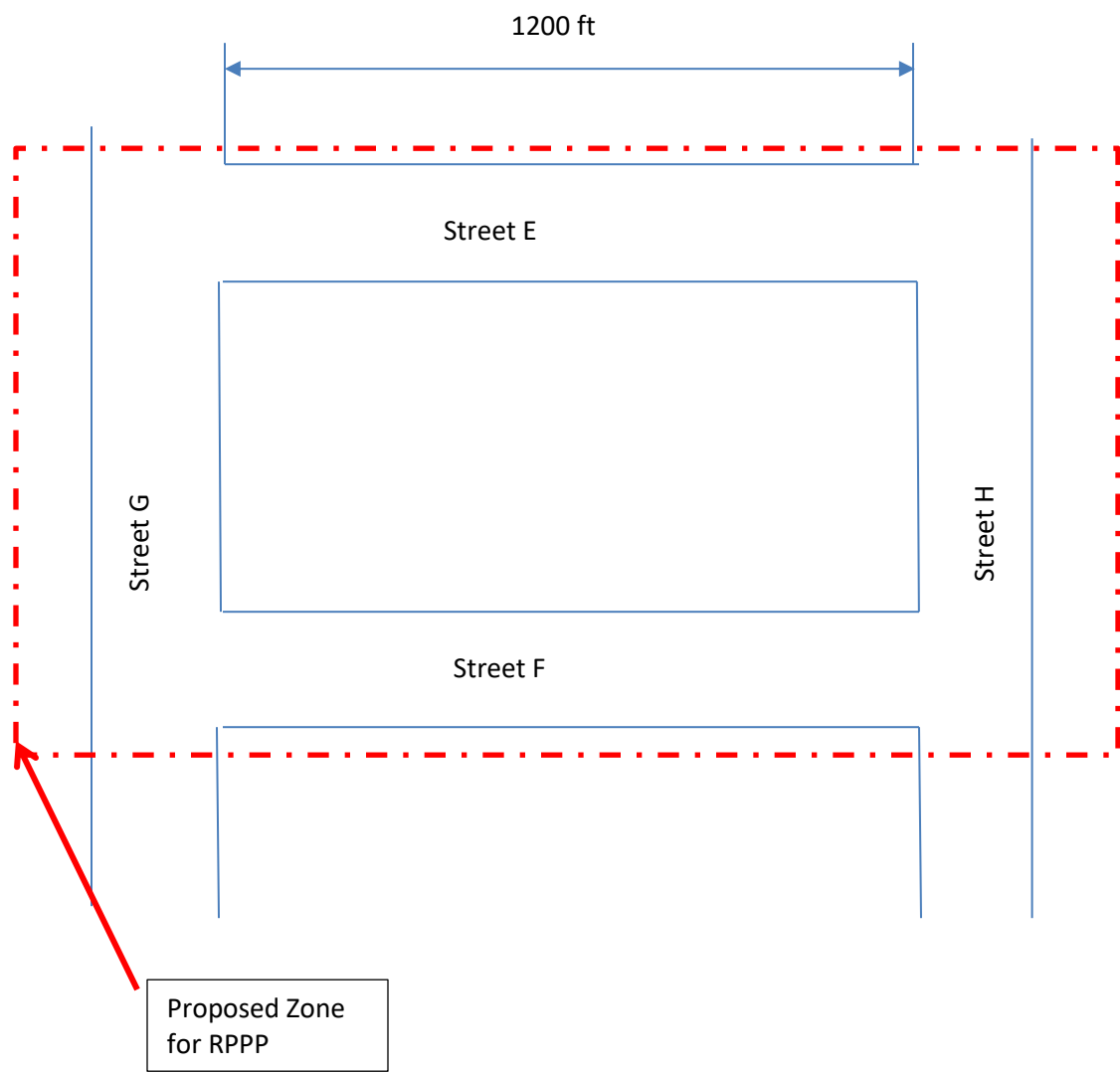
1. All persons signing this petition do hereby certify that they own property or reside on the following street, which is being considered for residential permit parking: (Street Name)
2. All persons signing this petition do hereby agree that the following contact person shall represent the neighborhood as facilitator between the neighborhood residents and County of San Mateo staff in matters pertaining to this request:

Name	Address	Phone
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ONLY ONE SIGNATURE PER DWELLING UNIT

Name	Address	Phone Number	Email	Signature

RPPP #



Sample Plan for Proposed RPPP Application