


CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: October 18, 2018

To: The Honorable City Council
c/o City Clerk, Room 395, City Hall
Attention: Honorable Mike Bonin, Chair, Transportation Committee

From: Seleta J. Reynolds, General Manager
Department of Transportation 

Subject: **REVISED RULES AND PROCEDURES FOR PREFERENTIAL PARKING DISTRICTS (CF 15-0600-S62)**

SUMMARY

The Los Angeles Department of Transportation (LADOT) recommends revisions to the "Rules and Procedures for Preferential Parking Districts" (PPDs) to improve the PPD program and address changing residential parking demands.

RECOMMENDATIONS

That the City Council:

1. APPROVE the attached revised "Rules and Procedures for Preferential Parking Districts".
2. REQUEST the City Attorney, with the assistance of LADOT, to prepare an ordinance with any changes required to modify Los Angeles Municipal Code (LAMC) Section 80.58 - Preferential Parking Program to be consistent with the revised "Rules and Procedures for Preferential Parking Districts" within 45 days.
3. AUTHORIZE LADOT to make any technical corrections or clarifications to the revised "Rules and Procedures for Preferential Parking Districts" in order to effectuate the intent of the document.

BACKGROUND

Effective September 22, 1979, Ordinance No. 152,722 created the City's Preferential Parking Program. With the City Council's adoption of the "Rules and Procedures" in April 25, 1986, the goal of the Program specifically limited the intrusion of non-residential and commuter parking into residential neighborhoods. LAMC Section 80.58 allows for the establishment of PPDs pursuant to the rules and procedures promulgated by the Department and adopted by City Council.

In April 1996, pursuant to Ordinance 171,029, LAMC changes allowed LADOT to implement Temporary Preferential Parking Districts (TPPDs) of fewer than six blocks to residents until a permanent solution can be found. Under these changes, LADOT could establish a parking permit district in small areas which would not qualify under the original process, or in an area where a transitory problem or an emergency situation necessitated establishing a permit parking district rapidly. On October 15, 2013, the City revised

the LAMC to allow for administrative renewal of TPPDs to reduce time and effort spent seeking City Council approval.

On March 15, 2016, the City Council approved revised "Rules and Procedures for Preferential Parking Districts" intended to improve the application process, address issues with parking permits, and allow for the transition of TPPDs to PPDs.

DISCUSSION

Since the last revision on March 15, 2016, LADOT identified additional areas of the "Rules and Procedures for Preferential Parking Districts" that require updates to address changes in residential parking demands in the City and to clarify and improve the administrative process of the Preferential Parking Program. The attached "Rules and Procedures for Preferential Parking Districts" incorporates these updates. The table below summarizes the proposed changes.

PPD Issue	Proposed Revision
Workflow required updating	Improve process by placing steps in a more efficient order (Section B)
Allowed PPD requests without Council District consent	Require all PPD requests to begin with the Council District office request to LADOT and remove "resident groups and neighborhood associations" from the list of authorized requestors (Section B.2)
Trial of less restrictive measures requirements too lengthy	Shorten the minimum required trial of less restrictive measures from one year to 90 days (Section B.5)
Feedback from residents regarding program requirements and process	Streamline and clarified language to better describe PPD program criteria (Section C)
Unused criteria regarding minimum PPD size	Remove language regarding "two curb miles" from the PPD minimum size requirements (Section C.1)
Special area criteria no longer needed	Delete reference to Staples Center criteria. (Section C.2.a)
Non-traditional residential situations such as mixed use blocks were not addressed	Revise language to include non-traditional residential situations such as mixed use blocks (Section C.2.a)
Unspecified distance for parking requirements near future light rail stations	Define maximum distance of ½ mile from the future light rail station for which the parking study may be waived (Section C.3.a)

Limited options for establishment of PPD boundaries	Modify the guidelines regarding PPD boundaries from the centerline of the nearest major street to include up to both sides of the nearest major street or up to the nearest major geographical feature (Section C.5)
Limited parking restriction options and guidelines for parking restriction exceptions	Modify parking restriction options and define use of variant restrictions for exceptions (Section C.6), add definition of "Adjacent Jurisdiction PPD" to be limited to three blocks (Section C.6.b), and modify parking requirements near public parks to increase accomodation of park usage (Section C.6.c)
Delays caused by rapidly changing requests for new restrictions and removal or change of posted restrictions	Remove option for residents to counter petition against restrictions before restrictions are in place (Section C.7), specify posted parking restrictions must be in place a minimum of one year before petitions can be circulated to remove or change them (Section C.7.a), and that LADOT may review permit sales at any time to evaluate removal of posted parking restrictions (Section C.7.b)
Additional TPPD establishment criteria option	Add "adjacent major commercial construction" as a criteria for the establishment of a TPPD (Section D.1)
Update needed for duration and expiration process for TPPDs	Change the start of the TPPD time limit from the date the City Council approves the resolution to the date the signs are posted, add a requirement for the City Council office to submit a written request for TPPD renewals to LADOT, and clarify the process for the expiration of a TPPD (Section D.4)
Updates needed for the PPD permit application and sale process	Clarify the PPD permit application and sale process (Section E)
Limited options for PPD applicants to prove residency when establishing a PPD account	Add options to the list of acceptable documents to prove residency when establishing a PPD account (Section E.5)
No allowance for assisted living or temporary housing facilities to purchase permits	Add rules allowing for the sale of Annual permits for the use of such facilities with their facility-owned vehicles (Section E.19) and Visitor permits for their residents (Section E.24) upon request of the City Councilmember

<p>Lost permit claims requirement counted from when the permit was mailed, which is unknown to the resident</p>	<p>Change period to make a claim regarding a permit lost in the mail from 30 days of the permit being mailed to 45 days from the date the resident submitted payment (Section E.21)</p>
<p>Time consuming refund requests for one-day Guest permits</p>	<p>Eliminate all refunds for one-day Guest permits (Section E.22)</p>

FISCAL IMPACT STATEMENT

There is no impact to the General Fund.

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Attachment

CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION

RULES AND PROCEDURES

FOR

PREFERENTIAL PARKING DISTRICTS

(Adopted by Council: _____, 2018, C.F. 15-0600-S62)

(Permit fee increases effective 8/30/08, Ordinance No. 180,059)

As required by Section 80.58 of the Los Angeles Municipal Code, the following rules and procedures were submitted to the City Council for approval to implement administration of Section 80.58 created by Ordinance No. 152,722, effective September 2, 1979, amended by Ordinance No. 157,425, effective March 18, 1983, and amended again by Ordinance No. 161,414, effective July 26, 1986, and the latest amendment by Ordinance No. 171,029 effective June 1, 1996. These Rules and Procedures will supersede all prior Rules and Procedures.

A. Purpose

The purpose of a preferential parking district (PPD) shall be to limit intrusion of non-residential and/or commuter parking into residential neighborhoods where such parking practices have negatively impacted the residential area; to encourage carpooling and use of transit; and to enhance the quality of life in residential neighborhoods by reducing noise, traffic hazards, and litter. Every effort shall be made to achieve this purpose with a minimum impact on adjacent commercial establishments, residences, and institutions.

B. Process

The following procedures will be used in designating, establishing, modifying or removing PPDs:

1. Initial Meeting

Upon request of the Council District office, the Los Angeles Department of Transportation (LADOT) will conduct a preliminary meeting with representatives of the affected Council District office and residents of the area proposed for designation to discuss impacts and potential remedies and to disseminate information on the purpose, criteria, and operational requirements of a PPD.

2. Letter of Support

LADOT will accept a letter of support to establish a PPD from City Councilmembers. The letter shall indicate that the requesting City Councilmember supports the establishment of a PPD. The letter should state that the residential area is impacted by non-resident and commuter parking, and that these conditions result in restricted access to property and problems of noise, traffic hazards, and/or litter.

3. Trial of Less Restrictive Measures

LADOT will work with the requesting Council District office to determine if less restrictive measures could mitigate parking concerns in the area in question. If such less restrictive

measures are agreed to be feasible on a trial basis, LADOT will conduct a trial of said measures to determine if such measures adequately mitigate the parking concerns in the area in question.

4. Surveys and Studies

LADOT shall undertake surveys and studies to determine whether an area meets the excessive parking impact requirements of the Program Criteria C.2.

5. Petition

Upon determination that there are no suitable less restrictive measures or there has been a 90 day trial of less restrictive measures and such measures have not adequately mitigated parking concerns in the area in question, LADOT will furnish official petition forms to the residents. Preferential parking information will either be included on each petition or be attached to each petition. Submitted petitions will require contact information such as names, addresses, and phone numbers. Petitions will be verified by LADOT by comparing the addresses for which signatures have been recorded on the petitions to the addresses on each block to determine if the Program Criteria regarding majority support, described herein, have been met. Multiple signatures for a single residence will be eliminated after one petitioner has been identified to represent the household. Once received, LADOT may verify the petitions for validity and minimum requirements set forth in the Program Criteria.

6. Recommendation

Based on the findings of the surveys and/or studies, LADOT shall recommend, by written report to the Transportation Commission, whether to designate the area under consideration as a PPD, specifying the recommended parking restrictions. LADOT's report shall set forth the evidence generated as a result of the findings relative to the Program Criteria, and other factors and conclusions reached which help justify preferential permit parking for that particular area. The recommendation will include the proposed blocks, PPD boundaries, and parking restrictions. The recommended parking restrictions will take into consideration the needs of the residents and the adjacent commercial interests.

7. Public Hearing

If LADOT recommends establishment of a PPD based on the Program Criteria described herein, LADOT shall give notice and conduct a public hearing at the Transportation Commission for the purpose of stating the boundaries and parking restrictions of the proposed PPD under consideration, stating the reasons why such area is being proposed for designation, and receiving public comments on the findings and recommendations of LADOT. If the Transportation Commission approves LADOT's recommendation, the report will be forwarded to the City Council for consideration.

8. Posting

Parking restrictions shall only be posted on blocks within the PPD which individually satisfy the minimum petition requirements set forth in the Program Criteria C.2.

9. Financial Review

LADOT may periodically review the financial performance of each district and will recommend appropriate adjustment of the permit fees, as warranted.

C. Program Criteria

1. Minimum Size

The area proposed to be established as a PPD shall be at least six blocks. A block may be considered from intersection to intersection, or from alley to residential intersection if an alley exists which separates commercial and residential frontage. For a block that consists of multiple hundred number changes in address numbers (e.g., both 100 and 200 blocks occurring between two intersections), LADOT reserves the right to consider that street section as multiple blocks for the purposes of this criterion. However, the entire street section must have the same posted parking restriction.

The following exceptions to the minimum size requirement may be made at LADOT's discretion:

a. Adjacent Jurisdiction PPD

The minimum size may be waived to allow for a PPD adjacent to another jurisdiction, where the other jurisdiction created a PPD adjacent to the City of Los Angeles' proposed PPD which has caused a parking problem on City street(s).

b. Isolated Area PPD

The minimum size may be waived to allow for a PPD to be established for pocket neighborhoods where the size of the residential neighborhood is comprised of five or fewer blocks which are not connected to any additional residential blocks.

2. Petition Requirements

Petitions must be signed by residents of at least 75 percent of dwelling units covering more than 50 percent of the developed frontage of the blocks they represent. The petition will indicate the willingness of the residents to participate in the program by purchasing annual or visitor permits. Completed petitions must be submitted to LADOT within six months of the date issued to residents. Failure to return the completed petitions within six months of the date issued shall result in elimination of that block or PPD from consideration. Upon request, LADOT may provide a one-time additional three month extension for the return of the signed petitions submitted within the six month deadline. In all cases where petitions are not returned in the time required, a new request must be submitted and new petitions will have to be circulated for consideration.

Once an individual signed a petition, his/her signature cannot be removed from the petition. If a signatory no longer supports the petitioning effort, he/she may circulate a counter petition See Section 7(a).

a. Mixed Use Areas

Preferential parking restrictions may be posted on both sides of a developed non-residential block upon establishment of the preferential parking district.

Signatures must represent at least 75 percent of the number of the developed properties covering more than 50 percent of both the residential dwelling units and non-residential properties of the block. If only the residential petitions meet these criteria, then parking restrictions may only be posted along the developed residential frontage of both sides of the block upon establishment of the PPD. A block must have more than 50 percent residential frontage to qualify for posting of any preferential parking restrictions.

3. Parking Impact Study Requirement

Parking will be considered excessively impacted by on-street parking of vehicles on streets in a proposed preferential parking district when a minimum of 85 percent of the legal on-street parking spaces are occupied.

- a. The excessive parking impact requirement may be waived when establishing a PPD within one-half ($\frac{1}{2}$) mile of a future light rail station or mobility hub to preempt a foreseeable parking impact. This waiver will only be considered if the opening of the future light rail station or mobility hub is scheduled take place within one year of parking survey/study.

4. Other Criteria

LADOT shall also consider factors which include, but are not limited to, the following:

- a. The size and configuration of the area as it relates to the problems of enforcement of parking and traffic regulations, and the potential impact of parking and traffic congestion on the studied and adjacent areas as a result of the establishment of such a district.
- b. Whether less restrictive measures could effectively mitigate the parking problem.

5. Boundaries

Upon the recommendation of LADOT, the boundaries of a PPD may be established to extend up to both sides of the nearest major streets beyond the minimum six-block petition area to the nearest major geographical feature (e.g., park, hills, river, freeway, etc.), or to two blocks beyond a core area which LADOT identified to potentially experience future parking problems due to spillover from posted blocks.

6. Parking Restrictions

Once a block has been posted, restrictions must be in place for a minimum of one year before LADOT will issue any petitions for alternate restrictions or removal of restrictions.

Posted parking restrictions (with permit holders exempt) are limited to the following options:

- a. 2 Hour Parking 8 AM to 6 PM
- b. No Parking 6 PM to 8 AM; 2 Hour Parking 8 AM to 6 PM
- c. No Parking 8 AM to 6 PM

- d. No Parking 6 PM to 8 AM

The following daily enforcement options are available:

1. Seven days a week
2. Monday through Friday
3. Monday through Saturday
4. Saturday and Sunday

Existing parking restrictions in established PPDs shall continue to be allowed when expanding the established PPD or posting restrictions on all blocks within the established PPD.

The least restrictive option should be considered that can adequately address the problem while minimizing the impacts. In most cases, the proposed restrictions should allow two hour parking for non-resident vehicles (see Section 6, Items a and b), where prohibition of parking would adversely impact contiguous commercial areas, and where no reasonable parking alternatives are available. Any exceptions to the above options will only be considered by LADOT in rare circumstances where the above parking restriction options do not adequately address the parking problem. Requests for such exceptions must be made in writing by the Councilmember, and shall be subject to the review and approval of the Parking Administrator. Exceptions include, but are not limited to, the following:

- a. Beach Area PPD

Any PPD established in a beach area must allow at a minimum non-permit holder parking from 8 AM to 6 PM daily. However, establishment of any permit district in the Coastal Zone requires approval from the California Coastal Commission.

- b. Adjacent Jurisdiction PPD

PPDs established within the City of Los Angeles may have similar or more restrictive parking requirements than those posted in the adjacent jurisdiction's PPD. The nearest three residential blocks qualify for the adjacent jurisdiction's restriction.

- c. Public Park

Any block requesting PPD restrictions within two blocks of a public park must allow four hour parking between the hours of 6 AM to 10 PM. At the Councilmember's request, "No Parking 10 PM to 6 AM, permits exempt" may be added to this restriction.

- d. Residential Blocks Adjacent to Parking Meter Zones

LADOT may allow PPD restrictions to match parking meter zones on adjacent blocks.

7. Removal of Posted Restrictions

- a. Once a block has been posted, restrictions must be in place for a minimum of one year. After that one year minimum, voluntary removal of parking restrictions shall be contingent upon at least 75 percent of the dwelling units on the block

submitting a petition issued by LADOT requesting removal. If parking restrictions are removed by petition, they will not be considered for reinstatement for at least one year.

- b. Individual blocks within a PPD are subject to removal of posted parking restrictions, based upon a lack of permit sales or renewals. A minimum of one annual or visitor permit per household from 51 percent of the total households on a block will be required in order to retain the preferential parking restrictions. If the renewal sales at that time are below the required level as indicated above, all households on the affected block will be notified that their block restrictions will be removed unless the minimum number of permits are purchased within 60 days from the notification. Once restrictions are removed from a block for lack of permit sales, two years must pass before that can again be considered for preferential parking restrictions. A PPD shall remain in place as long as the remaining posted blocks still constitute a PPD which can be effectively and efficiently enforced and administered.

8. Revision/Consolidation of Boundaries

LADOT may recommend that a PPD's boundaries be revised by an amendment to the resolution that established the PPD. A PPD can be expanded if the following criteria are met:

- a. Upon receipt and verification of a petition signed by residents of at least 75 percent of the dwelling units comprising more than 50 percent of the developed frontage on a minimum of four blocks (adjacent jurisdiction PPDs under C.1.a. or where the space between PPDs is fewer than four blocks are exempt from the minimum block size requirement), and;
- b. More than 85 percent of the legal on-street parking spaces on a minimum of two blocks are occupied, and;
- c. Public hearing at the Transportation Commission for the purpose of receiving comments on LADOT's findings and recommendations.

LADOT may periodically review PPD boundaries and recommend consolidation of adjacent PPDs and/or temporary preferential parking districts (TPPDs) into a single larger PPD where such consolidation will aid in the administration and enforcement of the preferential parking program and where the Program Criteria are found to be generally satisfied.

D. Temporary Preferential Parking Districts

1. Purpose

The purpose of a temporary preferential parking district (TPPD) shall be to provide relief for residents who suffer an excessive parking impact as the result of a natural disaster such as fire, flood, earthquake, or landslide; as the result of an occurrence that creates unusual media attention; adjacent major commercial construction; or any unusual and nonrecurring conditions which impact fewer than six blocks.

2. Process

LADOT shall receive a letter of support from the Councilmember of the District requesting a TPPD. The Councilmember of the District, after consultation with the LADOT Parking Administrator, shall make the determination whether the residents deserve immediate relief until a permanent solution can be found. A TPPD shall follow the same petition, public hearing, recommendation, posting, and financial review processes as described above in Section B. Parking survey/study may be conducted to gather baseline parking data for future analysis.

3. Requirements

a. Maximum Size

The area proposed to be established as a TPPD shall not exceed five blocks. A block may be considered from intersection to intersection, or from alley to residential intersection, if an alley exists which separates commercial and residential frontage.

b. Petition Requirements

See Section C, item 2.

c. Parking Impact Study Requirement

Parking occupancy data may be collected to support the finding and/or used for future review and analysis of the TPPD. LADOT may waive the parking impact study due to the temporary and urgent circumstances requiring a TPPD.

d. Other Criteria

See Section C, item 4.

e. Parking Restrictions

See Section C, item 6.

f. Removal from Consideration/Removal of Posting

See Section C, item 7.

g. Revision/Consolidation of Boundaries

See Section C, item 8. Minimum block requirements are waived under this item for TPPDs.

4. Renewal

A TPPD shall be limited to a maximum duration of one year from the initial date parking restrictions are posted. A TPPD may be renewed once administratively by the LADOT General Manager at the written request of the Councilmember. At the end of the maximum two year duration, the TPPD shall be removed. If a TPPD is removed, it will not be reestablished for a minimum of one year unless there is a natural disaster or other emergency, as determined by the LADOT Parking Administrator or Bureau Head for Parking Management, requiring its reestablishment sooner.

a. Exemption

TPPDs established or requested by a Councilmember prior to the adoption of the March 2016 Rules and Procedures may be renewed on an annual basis administratively by the LADOT General Manager until either a permanent solution is found or the problem ceases to exist. A permanent solution may include, but not be limited to, automatically transitioning the TPPD to a PPD. Nothing shall preclude LADOT from consolidating existing adjacent TPPDs at the time these Rules and Procedures are adopted and to convert those TPPDs to PPDs.

E. **Rules and Guidelines for Issuance of Preferential Parking Permits**

1. Only one account is allowed per dwelling unit. .
2. The following transactions can be processed online or in person at Preferential Parking Permit Service Center:
 - a. Opening an account to obtain permits
 - b. Obtaining additional Annual permits within an established household account where the vehicle registration address does not match the household address
 - c. Submitting applications for one-day Guest permits where an account-holder does not receive Annual or Visitor Permits
3. The following transactions can only be processed at a Preferential Parking Permit Service Center
 - a. Transferring a permit to another parking district
 - b. Applying for replacement of lost, damaged or stolen permits
4. Annual permits require the following vehicle-related documents to be provided:
 - a. Vehicle registration, or;
 - b. If leased, a copy of the lease, or;
 - c. If registering a company vehicle, a letter from the employer confirming the license plate number of the vehicle and the name of the employee applicant.
5. In all situations listed in number 2 above, the applicant must produce a photo ID and must present at least two additional proofs to substantiate the applicant's residence. The following may be used for this purpose:
 - a. Driver's license, if it lists the applicant's home address in the District.
 - b. Property tax bill, mortgage documents, or lease agreement.
 - c. Current utility bill for a utility tied to the structure, including but not limited to water, power, gas, landline telephone, cable television, or internet service.
 - d. Homeowner's or renter's insurance.
 - e. Other documents confirming the applicant's name and address. If the address shown on the driver's license does not have applicant's home address

imprinted on it or the address has been changed since issued (change of address noted on reverse by applicant), two other proofs of address will be required.

6. A first-time applicant living on a posted block may receive a single Visitor permit if the applicant has only one approved proof of residency provided the applicant signs an affidavit stating that they will submit additional proof of residency (as described in number 4 above) within 30 days. If the applicant does not submit the additional proof of residency within 30 days the Visitor permit will be canceled.
7. New applicants for Annual permits or residents renewing Annual permits must clear all unpaid citations (i.e., pay or adjudicate) before a permit can be issued.
8. Renewal notices or Annual and four-month Visitor permits will be mailed to residences prior to expiration. Current permit holders may renew online, by mail, or in person at designated customer service locations. If the permit holder does not already have the maximum number of permits, additional Annual or four-month Visitor permits may be purchased online, by mail, or in person if adequate documentation is provided. All unpaid parking citations must be cleared before a permit will be renewed.
9. No more than three Annual permits shall be issued to any one dwelling unit without written authorization from LADOT.
10. Students with vehicles registered to parents and/or registered to home addresses outside the applicant's preferential parking district must present a current student identification card to establish student status and rent receipts or other documents to prove residency in the district. Permits issued to students whose vehicle registration address does not match their residence address will be mailed to their residence in the PPD.
11. The Annual permit fee shall be \$34.00. In a district with a common annual renewal date, Annual permit fees shall be prorated on a monthly scale based on the district annual expiration date with a minimum fee of \$11.50. There shall be no refund for any unused portion of an annual permit.
12. Each Annual permit shall have the license plate number of the vehicle to which the permit is issued printed on the face thereof. Permits purchased for new vehicles shall have the Vehicle Identification Number (VIN) written on the permit before issuance. When the permit holder receives the license plate for the new vehicle, the permit holder shall exchange the permit with the vehicle identification number for a permit with the license plate written on it at the Preferential Parking Customer Service Center. A copy of the vehicle registration shall be provided to verify the VIN and license plate number. No fee shall be charged for this replacement permit. Annual permits may be issued only for vehicles registered in the State of California.

Exceptions to the State of California vehicle registration requirement:

- a. Active duty military personnel and their spouses whose vehicles are registered to their home state may purchase Annual permits.

- b. Students with a current student identification card whose vehicles are registered out of state at their permanent address may purchase Annual permits.
13. Annual permits in the form of a hang tag shall be hung from the rearview mirror facing outward of the automobile so that the complete permit is observable to a traffic officer. Annual permits in the form of a sticker shall be affixed to the left rear bumper of the vehicle or on the driver's side of the rear window if the permit is unobstructed by the window tint or louvers and if the complete face of the permit is observable to the traffic officer in a vehicle. If the permit is not visible, the City shall not be obligated to cancel citations for misidentified vehicles. The Annual permit must be properly displayed when parked on a City street with posted PPD restrictions.
14. Transfer of a permit from one vehicle to another shall only be allowed in the case of a sale of the old vehicle and purchase of a replacement vehicle within a household. Upon sale of a vehicle with an Annual permit, the permit holder shall be responsible for removing the permit. If an Annual permit holder wishes to transfer the permit to a new vehicle, the permit must be turned in to the Preferential Parking Permit Customer Service Center. If the permit is not turned in, no transfer credit may be allowed for the remaining months of the permit. A flat fee of \$11.50 will be charged to transfer a permit when a vehicle is sold and replaced with another vehicle. No replacement may be issued where the maximum number of permits has been issued and customer fails to return the Annual permit.
15. Lost or stolen Annual permits may be replaced for an \$11.50 fee. Each person applying for the replacement of a lost or stolen permit must submit a signed statement that the permit was lost or stolen and was not sold or transferred to another person. In the event that a permit holder moves from one preferential parking district to another, a flat fee of \$11.50 will be charged for each permit to be transferred. The transferred permits shall expire on the expiration date of the district to which the permit holder has moved. There shall be no refund or additional charge for unused or excess months of eligibility.
16. Damaged permits may be replaced for an \$11.50 fee. Each person applying for the replacement of a damaged permit must turn in the old permit to the Preferential Parking Customer Service Center. The replacement permit shall have the same expiration as the original permit.
17. Permit fading is a materials failure. All permits replaced for fading shall be replaced free of charge.
18. Annual permits may not be purchased for vehicles which are not registered to the resident's address, except as noted in Item 10 above. Absentee landlords are not eligible for Annual permits.
19. At the City Councilmember's request, an Assisted Living or Temporary Housing facility may purchase a maximum of 10 annual permits for their facility-owned vehicles provided that each vehicle is registered to the facility's address within the PPD.

20. Four-month Visitor permits are issued for the block on which the permit holder resides, and may be extended for an additional block beyond that of the permit holder's residence whenever LADOT identifies a shortage of parking availability on the resident's block.

No more than two four-month Visitor permits may be issued to a dwelling unit at the same time. Each four-month Visitor permit will show the street name, "hundred" block of the permit holder's address, the PPD number for which the permit has been issued, and the expiration date. Four-month Visitor permits may be purchased for \$22.50 each. Only one Visitor permit per year per dwelling unit may be replaced when lost or stolen if the applicant submits written documentation of the actual loss. All unpaid parking citations must be cleared before a Visitor permit will be issued or renewed. Absentee landlords may purchase a maximum of two renewable four-month Visitor permits to perform services upon a dwelling unit within a district after providing a written request with proof of ownership to LADOT.
21. Visitor and/or Annual permits that are lost in the mail must be reported within 45 days from the date payment was submitted. The permit holder may be issued replacement permits if they submit a signed statement within the required 45 days stating that they never received the permits. There shall be no charge for these replacement permits.
22. One-day Guest permits may be purchased by residents of the PPD. One-day Guest permits may be used on any posted street within a PPD by guests while visiting the home of the permit holder. Each permit will be valid for one day only and shall have that date clearly indicated on it prior to issuance. They may not be used on any other date. Each one-day Guest permit will show the PPD number for which the permit has been issued. An unlimited number of one-day Guest permits may be purchased for \$2.50 each. No refund for any one-day Guest permit will be allowed.
23. A church or school within a PPD may purchase Visitor permits equivalent to the number of legal parking spaces on its otherwise unrestricted frontage. Where the frontage is limited, the number of permits to be sold shall be determined by LADOT. Replacement of any Visitor permits that are lost or stolen will be at the discretion of LADOT when the applicant submits written documentation of actual loss and, if approved, will be issued at a prorated cost.
24. At the City Councilmember's request, an Assisted Living or Temporary Housing facility within a PPD may purchase (a) a maximum of 15 Visitor permits or (b) the number of Visitor permits equivalent to the number of residents living on the premises - whichever is the lesser of the two. Proof of the number of residents living on the premises must be provided.
25. Requests for refund can be made at the Preferential Parking Customer Service Centers or by mailing the City of Los Angeles, Claim for Refund Not Over \$5,000 to the City Clerk at 200 North Spring Street, Room 395, City Hall, Los Angeles, California 90012. Refunds are processed by LADOT Accounting Division. All refund requests must be submitted within one year of the date of permit purchase. No refund for less than \$11.50 will be made under any circumstances.

