

CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: February 17, 2016

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: **REPORT BACK ON THE REVISED RULES AND PROCEDURES FOR PREFERENTIAL PARKING DISTRICTS (C.F. 15-0600-S62)**

SUMMARY

This report recommends revisions to the "Rules and Procedures for Preferential Parking Districts" (PPDs) intended to improve the application process, address issues with parking permits, and allow for the transition of Temporary Preferential Parking Districts (TPPDs) to regular PPDs.

RECOMMENDATIONS

1. APPROVE the attached revised "Rules and Procedures for Preferential Parking Districts".
2. REQUEST the City Attorney, with the assistance of the Los Angeles Department of Transportation (LADOT), to prepare within 30 days an ordinance with any changes required to modify the Los Angeles Municipal Code (LAMC) section 80.58 - Preferential Parking Program to be consistent with the revised "Rules and Procedures for Preferential Parking Districts".
3. AUTHORIZE the 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

Ordinance No. 152,722, effective September 22, 1979, 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 was specifically to limit the intrusion of non-residential and commuter parking into residential neighborhoods. The Los Angeles Municipal Code (Code) Section 80.58 allows for the establishment of PPDs pursuant to the Rules and Procedures promulgated by the Department and adopted by City Council.

Pursuant to Ordinance 171,029, in April 1996, Code changes allowed LADOT to implement Temporary Preferential Parking Districts 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 Code to allow for administrative renewal of TPPDs to reduce time and effort spent seeking City Council approval.

As a recommendation to the adopted budget on May 21, 2015, LADOT was instructed to report to the Transportation Committee on the current processing times for TPPDs and measures necessary to process applications within six months. On December 9, 2015, LADOT reported to the Transportation Committee on several PPD issues along with corresponding reforms/solutions. Consequently, the Transportation Committee directed LADOT to report back with 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

Revisions to the PPD Rules and Procedures

The City has not revised the PPD process since 2003. Recognizing the need to streamline the process, find efficiencies in the delivery of PPDs, and improve customer service, LADOT assembled an internal team to review the process and propose reforms. The team analyzed the current workflow and identified several issues and potential solutions. Among the most pronounced issues were:

- the backlog of roughly 60 pending requests for district establishments with the majority of these requests for TPPDs;
- the current process time to implement a PPD is approximately nine months;
- due to the current backlog, new requests take approximately two years to complete; and
- the use of TPPDs in lieu of PPDs.

Among the PPD reforms/solutions proposed by LADOT was creating a new streamlined process that would reduce the time to verify petitions, conduct parking surveys/studies, and expedite the public hearing phase. This streamlined process is expected to reduce the process time from 9 months to roughly 5 1/2 months. LADOT believes that this streamlined process combined with other proposed solutions and efficiencies will allow staff to eliminate the existing backlog within 6 to 9 months following adoption of the revised Rules and Procedures, modification of the LAMC section 80.58, and submission of any completed outstanding petition requests. Table 1 summarizes PPD issues and their corresponding proposed revision to the Rules and Procedures to address those issues.

Transition of TPPDs to PPDs

In several cases, multiple TPPDs were created adjacent to each other to form what would otherwise be one PPD. The high use of TPPDs in lieu of PPDs often yields additional administrative and financial burden for the City. To solve this problem, requests for new PPDs will be accepted under the new streamlined process. New requests for TPPDs will be limited to the original intent of natural disasters or other such unusual conditions. New TPPDs, requested after the adoption of the new Rules and Procedures, will be limited in duration up to two years and will either be eliminated at the end of the second consecutive 12 months or LADOT shall automatically consider it for a PPD, subject to meeting the requirements of a PPD with the exception of minimum size of the district. Existing TPPDs may automatically be transitioned to a PPD if the problem does not cease to exist or no permanent solution is found.

Table 1 – PPD Issues and Proposed Revisions to Rules and Procedures

PPD Issue	Proposed Revision
Confusing and outdated PPD/TPPD process and requirements	Clearly outlined and streamlined process, and requirements (Sections B, C, D)
Unknown time period for trial of less restrictive parking measures	Clarification of one-year trial (Section B.3)
Time consuming petition verification process	Petitions will require a phone number for each signature to expedite verification (Section B.4)
Time consuming and outdated public hearing process	Conduct public hearing at Transportation Commission (Section B.7)
Unable to establish a PPD on streets adjacent to PPD in another jurisdiction or in isolated areas	Allow for provisions to establish a PPD under these scenarios (Section C.1)
Outdated petitions	Petitions must be submitted by a six month deadline and changes threshold (Section C.2)
Time consuming parking study	Simplify to a parking occupancy study with 85% occupancy or greater to meet the requirement for a PPD (Section C.3)
Unable to establish a PPD near future light rail stations or mobility hubs	Allow for a provision to establish a PPD under this scenario (Section C.3)
Unlimited choice of parking restrictions makes consensus difficult and creates a costly, inefficient sign fabrication/storage issue	Limit the number of parking restrictions options (Section C.6)
Overuse of TPPDs in lieu of PPDs	Clarifies when TPPDs shall be used (Section D.1)
Continuous TPPDs for several years	Limits new TPPDs to up to two years with exemptions for existing TPPDs (Section D.4)
No transition for TPPD to PPD	Creates a transition from TPPD to PPD (Section D.4)
Confusing or outdated requirements	Several technical corrections (Section E)
Faded or peeling permit stickers	Introduce new permit hang tags (Section E.12) and replacement of faded permits free of charge (Section E.16)

Faded Parking Permits and the Use of Hang Tags

Constituents raised concerns regarding issues of faded Annual Permits. The complaints of faded permits reported to LADOT's contractor were limited to less than one percent of permits issued. However, further investigation revealed that the problem was much more widespread causing inconvenience to parking permit holders and parking enforcement personnel. LADOT evaluated the existing permit stock, recent changes taken to prevent fading, and evaluated alternate permit stock and markers. While the industry standard in permanent waterproof marking pen is a Sharpie, LADOT staff determined that the marker continued to fade despite application of ultraviolet blocking film. Moreover, peeling of the film from exposure to the elements was also noted.

As both problems were a result of weather exposure, LADOT opted to evaluate whether placing the permits inside the vehicle would eliminate fading of markers and permit stock. The LADOT staff determined the best option for the new Annual Permit is a hang tag. Hang tags are a common and familiar permit format currently used for Visitor Permits, disabled person parking placards, and other parking permit programs. Staff evaluated the permit size, shape of the tag cut out, visibility of the permit to enforcement personnel, and counterfeit resistance. The new hang tag incorporates holographs, tamper-resistant stickers and fields where alterations to written text ruin the permit. LADOT has been testing the new hang tags since mid-June 2015 and no fade has been observed. LADOT incorporated the same changes into the Visitor Permit in July 2015. The feedback on the changes to the Visitor Permits has been favorable. Therefore, LADOT will transition to the new hang tag as the best solution to overcome the fading issue for vehicles. Since hang tags pose a problem for motorcycles, stickers will still be available for motorcycles only.

Guest Permits

One-day Guest Permits may be used on any posted street within a PPD, by guests while visiting the home of the permittee. However, four-month Visitor Permits are issued for the block on which the permittee resides, and may be extended for an additional block beyond that of the permittee's residence whenever LADOT identifies a shortage of parking availability on the resident's block. The restriction of Visitor Permits to a resident's block or an additional block limits the impact of those guests for residents of other blocks and ensures better distribution of visitor vehicles. For example, residents near UCLA requested a district be divided because Annual Permit holders could use permits to park anywhere in the district. This flexibility made parking virtually impossible for residents of the streets nearest the campus. LADOT would expect similar impacts if friends of residents of popular areas and venues borrowed permits to avoid valet or other parking charges/restrictions. The unintended consequences could be that parking on the outlying streets in a district becomes even more challenging.

LADOT's staff has received numerous calls from residents reporting misuse of Visitor Permits and requesting all types of permits to be tied to a resident's home block so that they experience less impact from residents of other blocks. Limiting Visitor Permits to the resident's block or additional block also enables LADOT personnel to more easily investigate allegations of Visitor permit fraud or misuse.

FISCAL IMPACT STATEMENT

The change in material from permit stickers to permit hang tags will be at the expense of LADOT's contractor. 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: _____, 2016)

(Permit fee increases effective 8/30/08, Ordinance No. 180059)

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. 161414, effective July 26, 1986, and the latest amendment by Ordinance No. 171029 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. Letter of Interest

The Los Angeles Department of Transportation (LADOT) will accept letters of interest in establishing PPDs from City Councilmembers, or resident groups and neighborhood associations throughout the City provided their respective Councilmember is copied on the letter. The letter shall indicate that the requesting entity desires the establishment of a preferential permit parking district and is willing for residents to bear the cost of such a program. It should state the name of the organization, who they represent, an estimate of the number of households represented in the organization, 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.

2. Initial Meeting

Upon receipt of a letter of interest, LADOT will conduct an informal meeting with representatives of the affected Council office, residents of the area proposed for designation and abutting commercial interests to discuss impacts and potential remedies and to disseminate information on the purpose, criteria and operational requirements of a PPD.

3. Trial of Less Restrictive Measures

LADOT will work with the requesting entity and the Council 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. Petition

Upon determination that there are no suitable less restrictive measures or there has been a one-year trial of less restrictive measures and such measures have not adequately mitigated parking concerns in the area in question, LADOT will furnish blank 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.

5. 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.

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 surveys and studies performed and the findings relative to the Program Criteria; other factors and conclusions reached which justify preferential permit parking for that particular area; and the proposed streets and boundaries of the area, and proposed parking restrictions. The recommended parking restrictions will take into consideration the needs of the residents and, to the extent possible, the needs of the adjacent commercial interests. Note: parking restriction options shall be limited to those set forth in the Program Criteria C.6.

7. Public Hearing

If LADOT recommends implementation of a PPD based on the Program Criteria described herein, LADOT shall give notice and conduct a public hearing at LADOT's 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 moved to City Council for formal establishment of the PPD.

8. Posting

Once a PPD has been established by the City Council adoption of a resolution, 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 the lesser of six blocks or two curb miles. 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 more than 100 address numbers, that block can be considered as more than one block for the purposes of this criterion.

a. Adjacent Jurisdiction PPD

The minimum size may be waived to allow for a PPD bordering another jurisdiction, where the other jurisdiction has created a PPD adjacent to the City of LA 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 the number 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 permits. Completed petitions must be submitted to LADOT within six months of when they were issued to the residents. Failure to return the completed petitions within six months of the date they were issued to the residents may result in elimination of that block or PPD from consideration. LADOT may extend the six month deadline for return of the qualifying petitions by three months only where petitions submitted within the six month deadline fall short of the petitioning requirements. No further extension of time to submit petitions may be given. In all cases where petitions are not returned in the time required, new petitions will have to be circulated for consideration.

Once an individual has signed a petition, it cannot be stricken from the petition. If a signatory no longer supports the petitioning effort, he/she may circulate a counter petition.

a. Special Area

The following additional criteria apply only to proposed permanent and temporary PPDs near the Staples Center in the area bounded on the north by James M. Wood Boulevard, on the east by Figueroa Street, on the south by Pico Boulevard and on the west by Union Avenue:

When the residential properties on a block proposed for inclusion in a PPD represent less than 50 percent of the developed frontage of the block, a petition must also be submitted signed by the owners of the businesses on the block indicating their support for the requested parking restrictions and their acknowledgment that they will not be eligible to purchase preferential parking permits. For mixed-use property, the zoning on the property will determine whether the property is classified as residential or commercial.

If the signatures of the business owners represent at least 67 percent of the number of businesses covering more than 50 percent of the developed commercial frontage of the block, and petitions signed by residents of the same block represent at least 67 percent of the number of dwelling units covering more than 50 percent of the developed residential frontage of the block, then preferential parking restrictions may be posted along the entire developed frontage of both sides of the block upon establishment of the preferential parking district. 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.

3. Excessive Parking Impact Requirements

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

- a. The excessive parking impact requirement may be waived when establishing a PPD adjacent to 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 to the centerline of the nearest major streets beyond the minimum six-block petition area or two blocks beyond a core area which has been identified by LADOT to experience future parking problems due to spillover from posted blocks.

6. Parking 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 Anytime

Sunday or Saturday/Sunday may be applied to or excepted from the restrictions noted above. 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, where prohibition of parking would adversely impact contiguous commercial areas, and where no reasonable parking alternative are available. Use of option d. "No Parking Anytime" or any exceptions to the above options will only be considered by LADOT in rare circumstances where the other parking restriction options do not adequately address the parking problem. Exceptions include, but are not limited to, the following:

a. Beach Area PPD

Any PPD established in a beach area must allow non-permit holder parking from 8 AM to 6 PM daily.

b. Adjacent Jurisdiction PPD

The City of LA PPD would have to use either the similar or more restrictive parking requirements than posted in the bordering jurisdiction's adjacent PPD.

c. Public Park Without Off-Street Parking

Any PPD established which includes in its boundaries a public park that does not have off-street parking must not preclude parking within 2 blocks of the park from 8 AM to 6 PM.

7. Removal from Consideration/Removal of Posting

- a. The request to establish a PPD may be removed from consideration by LADOT if residents submit a counter-petition that drops the petition requirement below the 75 percent level for the blocks proposed for posting of preferential parking restrictions.
- b. Once a block has been posted, voluntary removal of parking restrictions shall be contingent on 75 percent of the dwelling units on the block submitting a petition requesting removal. If parking restrictions are removed by petition they will not be considered for reinstatement for a period of at least one year.
- c. Individual blocks within a PPD are subject to removal of posted parking restrictions, based upon lack of permit sales of 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. A review of the permit sales within a given PPD may be conducted within 90 days after the renewal date of the annual permits. If the renewal sales at that time are below the required level as indicted 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, 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 at least 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 minimum block size), and;
- b. More than 85 percent of the legal on-street parking spaces on a minimum of two blocks (adjacent jurisdiction PPDs under C.1.a. are exempt from minimum block size) are occupied by resident and non-resident vehicles, and;
- c. After conducting a public hearing at LADOT's 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 into a larger single 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; as a result of a significant business and/or non-resident impact which demonstrates a clearly delineated zone of impact which does not impact in any way adjacent residential blocks, or any unusual and nonrecurring conditions which impact fewer than six blocks.

2. Process

LADOT shall receive a letter from the Councilmember of the District requesting a TPPD. The Councilmember of the District, after consultation with the LADOT Parking Administrator, shall make a determination that the residents deserve immediate relief until a permanent solution can be found. A TPPD shall follow similar 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 can be less but shall not exceed five blocks less. 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. Excessive Parking Impact

City Council shall accept testimony and make a finding that an adverse parking impact exists prior to approving the resolution. Parking occupancy data may be collected to support the finding and/or used for future review and analysis of the 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 in duration to a maximum of 12 months from the date of approval of the resolution. A TPPD may be renewed once administratively by the LADOT General Manager. If the parking problem continues to exist in the second consecutive 12 months of the TPPD, then the TPPD shall be either eliminated at the end of the second consecutive 12 months or LADOT shall automatically consider it for a PPD, subject to meeting the requirements of a PPD with the exception of minimum size of the district. If a Councilmember requests in writing to review a TPPD prior to the expiration of the district, LADOT shall not renew the district and shall submit a written report to the City Council. If a TPPD is eliminated, then it will not be reestablished for a minimum of 12 months unless there is a natural disaster or other emergency, as determined by the LADOT Parking Administrator, requiring its reestablishment sooner.

a. Exemption

TPPDs established or requested by a Councilmember prior to the City Council adopted date of these *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 adjacent TPPDs in continuous existence for more than five years at the time these *Rules and Procedures* are adopted and to convert those to PPDs.

E. Rules and Guidelines for Issuance of Preferential Parking Permits

1. Only one account is allowed per household/dwelling unit.
2. All of the following transactions require application in person at a 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
 - d. Applying for replacement of lost or stolen permits
 - e. Transferring a permit to another parking district

3. 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.

4. 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 applicant's home address in the District.
 - b. Property tax bill
 - c. Utility bill for a utility tied to the structure.
 - d. 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.

5. If a first-time applicant lives on a posted block, he/she 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 3 above) within 30 days. If the applicant does not submit the additional proof of residency within 30 days the visitor permit will be canceled.

6. Applicants for parking permits must clear all unpaid citations (i.e., pay or adjudicate) before a permit can be issued for any vehicle owned by the household.

7. Renewal notices or Annual and four-month Visitor permits will be mailed to residences prior to expiration. Current permittee may renew online, by mail or in person at designated customer service locations. If the permittee does not already have the maximum number of permits, additional Annual or four-month Visitor permits may be purchased by mail if adequate documentation is provided. All unpaid parking citations must be cleared before a permit will be renewed.

8. No more than three Annual parking permits shall be issued to any one dwelling unit without written authorization from LADOT.

9. Students with vehicles registered to parents and/or registered to home addresses outside the student applicant's preferential parking district must present student body card and rent receipts or other documents to prove that they reside 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.

10. Annual parking permits shall all expire on a common date within each PPD. The annual fee shall be \$34.00 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.

11. Each annual permit shall have the license 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 permittee receives the license plate for the new vehicle the permittee 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.

12. Annual parking 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. Annual parking 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. A minimum of one form of the Annual parking permit must be properly displayed when parked on a City street within the PPD.

13. Upon sale of a vehicle with an Annual permit, the permittee shall be responsible for removing the permit. If the permittee wishes to transfer the old permit to a new vehicle, the old permit must be turned in to the Preferential Parking Permit Customer Service Center. If the old permit is not turned in, no transfer credit may be allowed for the remaining months of the old 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. 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.

14. 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 permittee 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 permittee has moved. There shall be no refund or additional charge for unused or excess months of eligibility.

15. 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.

16. Permit fading is a materials failure. All permits replaced for fading shall be replaced free of charge.

17. Annual permits may not be purchased for vehicles which are not registered to the resident's address, except as noted in Item 8 above. 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 written request with proof of ownership to LADOT.

18. Four-month visitor permits are issued for the block on which the permittee resides, and may be extended for an additional block beyond that of the permittee'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 registered to a dwelling unit at the same time. Each four-month permit will show the street name, "hundred" block of the permittee's address, the PPD for which issued, and the expiration date. Four-month permits may be purchased for \$22.50 each. Only one visitor permit per year per household may be replaced when lost or stolen if the applicant submits written documentation of the actual loss. This replacement will be at a prorated cost. All unpaid parking citations must be cleared before a visitor permit will be issued or renewed.

19. Visitor and/or Annual permits that are lost in the mail must be reported with 30 days from the time the permits are mailed. The permittee may be issued new permits to replace the permits which were lost in the mail and never received if they sign an affidavit, within the prescribed 30 days, stating that they never received the permits. There shall be no charge for these replacement permits.

20. One-day Guest permits may also 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 permittee. Each of these permits 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 for which issued. An unlimited number of one-day Guest permits may be purchased for \$2.50 each. No refund of the fee paid for any one-day Guest permit will be allowed unless such permit is returned in an unused condition to the office where it was purchased prior to its valid date. Postmark shall be acceptable evidence of return prior to the use date.

21. A church or school within a PPD may purchase Visitor permits equivalent to the number of parking spaces allowable 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 permit that is 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.

22. 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, but refunds can only be processed by LADOT Accounting Division. All refund requests must be submitted within 1 year of the date of purchase. No refund for less than \$11.50 will be made under any circumstances.

