



## CITY *of* CALABASAS

### PREFERENTIAL PARKING PERMIT PROCEDURE

The City of Calabasas implements Preferential Parking Districts in residential areas where students, employees and/or customers of nearby establishments regularly park for long periods of time—making it difficult for residents to find parking. Preferential Parking Districts restrict parking for all motorists. The district's residents and their guests who hold a valid permit are exempt from the parking restrictions during the times posted.

The Transit/Transportation Division has updated the procedure for the issuance of preferential parking permits.

***Please note that if you choose not to use street parking within a preferential parking district you are not required to purchase annual permanent parking permits. In addition, residents who need “Temporary Guest Permits” will be able to obtain them at no charge and do not need to purchase annual permanent parking permits.***

If you would like to apply for the preferential parking permit, please read the following new procedures and instructions.

Beginning January 01, 2009 you will need to replace all previously issued permits with new permits which can be obtained by mail or in person at City Hall. Enforcement will begin on February 01, 2009. You will be required to submit a payment of annual fee \$75.00 (\$6.25/month).

The fee for the preferential parking permit has been in place since the program's inception in 2005. The respective amendment to the Section 10.08.070(B)(2) of Chapter 10.08 “Preferential Parking” of the Calabasas Municipal Code identifies the charge:

*“Payment of the preferential parking permit fee of seventy-five dollars (\$75.00) per year (annually indexed for inflation after January 20, 2005 in proportion to the increase in the Consumer Price Index for All Urban Consumers for the Los Angeles Metropolitan Area) or such other amount as is established by resolution of the city council”.*

Previously, program fees were waived and all related costs were compensated by the City. However, rising administration costs and the increasing number of incidences of local neighbors obtaining parking permits for non-residents have prompted the City to begin assessing the program charge. Every effort has been made by City Staff to economize and obligate residents only for their fair share of the preferential parking permit's cost.

Established annual fees are necessary to cover the following expenses:

- Resident parking permit stickers;
- Guest parking permit hang tags;
- Temporary parking permit tags;
- On-street signage—posting and maintenance;
- Enforcement efforts; and,
- City Staff labor.

### 1. Eligibility

The City will only issue permanent preferential parking permits if you live within an established preferential parking district. You are entitled to receive up to three residential permanent parking stickers and two permanent guest permits.

If you are a driver in possession of a disabled parking placard you may receive one permanent parking permit and one permanent guest permit free of charge.

If you are a new resident we may issue a temporary permit while you change your address on any of the vehicles supporting your application.

Please note that a permanent parking permit is only valid within the preferential parking district it has been issued for.

### 2. Cost of the permit

<b>Annual Permit Fee*</b>	<b>\$75.00</b>
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\* This includes fee for maximum of three (3) permanent parking permits and maximum of two (2) permanent guest permits

<b>Temporary Guest Permit Fee</b> (Exclusive of Annual Permit Program)	<b>Free</b>
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### 3. Display of permit

Permanent parking permits shall be affixed to front, driver's side windshield of the vehicle for which it is issued. A year sticker shall be affixed to the back side of the rearview mirror.

Guest preferential parking permits must be hung from the rearview mirror facing the windshield with the permit number and the eligible year clearly visible.

#### **4. Permit replacement**

If your permit has been lost, stolen or damaged, we will replace and cancel the original permit. To get a replacement you need to complete a replacement application form, provide proof of residence and vehicle ownership.

There is \$15.00 administration fee for each replacement.

#### **5. Permit issuance**

Return the enclosed permit application along with proof of residency; a copy of each vehicle's registration which you want stickers for (maximum of three) and check for \$75.00 payable to the "City of Calabasas" to the following address:

City of Calabasas  
Public Works Department / Transportation Division  
100 Civic Center Way, Calabasas, CA 91302-3172

Once received, staff will process the application. The stickers, two guest permit passes and additional details of the parking restrictions and parking exceptions will be mailed back to you. You may also obtain the permits at City Hall during normal business hours if you provide proof of residency and vehicle registration.

#### **6. Permit renewal**

All permanent parking permits are valid for one calendar year. To renew your permit you will be required to replace the year-stickers on the permanent permits. To receive subsequent year stickers you will need to submit a payment in the amount of \$75.00 no later than 30 days prior to January 1<sup>st</sup> of the renewal year.

Eligibility requirements for permit renewal are the same as for permit issuance.