

# **RESIDENTIAL PERMIT PARKING PROGRAM**

## **POLICY MANUAL**

### **Steps to Create a Controlled Parking Residential Area**

Regardless of the type of residential dwelling, whether single-family or multi-family, residents requesting a controlled parking residential area must submit a petition to the City of St. Augustine's Parking Division.

1. To be considered for a controlled parking residential area, the residential area must have parking overflow from commuter vehicles on an ongoing basis at least two days per week.
2. A City of St. Augustine petition form must be circulated to affected households. The petition form includes block information, parking enforcement times and signature lines for each household.
3. At least 60 percent of the households in the proposed controlled area must be in favor of establishing or changing the controlled parking residential area. Petitions may be signed by only one member of a residential address (household).
4. Once the petition has been endorsed by 60 percent of the affected households on each block or multi-family building(s), the City conducts field surveys to determine if the area under investigation warrants controlled parking.
5. Two parking surveys are completed to determine if the block(s) consistently meet the qualifications:
  - a. More than 50 percent of the total spaces in the area are occupied, and
  - b. More than 25 percent of the total number of available spaces are occupied by vehicles outside the affected area.
  - c. Note: Paragraphs 4 and 5 together constitute the 60/50/25 rule used to determine if a controlled parking residential area is warranted.
6. The City of St. Augustine considers the following factors when determining whether a new permitted block should be annexed to an existing zone or start a new zone: size (eventual zones preferably no larger than ½ mile in any direction), land use characteristics, location of major or minor arterials, location of physical and natural boundaries, location of a traffic generator, driving patterns within the neighborhood, parking capacity of the street, existence of driveways and dedicated parking civic association boundaries, and other neighborhood characteristics.
7. The City sends notification to each address within the newly approved zone with the following information:
  - a. Boundaries of the new zone,
  - b. The effective date of the zone,
  - c. The specific rules and regulations for the zone, to include the hours when parking will be restricted, and

- d. The procedures for obtaining parking permits
8. The City then posts signs restricting parking to vehicles displaying a City of St. Augustine residential parking permit or hang tag with the appropriate zone.
9. After applying the 60/50/25 rule, if the qualifications are not met, then the residents must wait one calendar year before requesting again for a residential parking program on those blocks.
10. In order to begin the process to establish permit parking, residents may obtain City of St. Augustine petition forms in person or on the City's website:

City of St. Augustine  
Parking Division  
50 Bridge Street  
St. Augustine, FL 32084  
Phone: 904-825-1090  
Fax: 904-825-1039  
Website: [citystaug.com](http://citystaug.com)  
Email: [tbennie@cityofstaug.com](mailto:tbennie@cityofstaug.com)

### **Applicability of RPPP to Multi-Family Dwellings**

In consideration of the potential impact that vehicles from a multi-family building can have on the neighborhood, City staff performs independent studies to determine if the building should be assigned to a new zone and the kinds of permits and passes which will be made available for the residents. Such considerations will take in to account if the building meets the current zone requirements for the number of parking spaces

### ***Notes***

- If the multi-family dwelling contains a commercial/retail establishment on the first floor of the building, then the block face adjacent to the retail area is not eligible for zoned parking during retail hours.

### **Steps for Removing a Controlled Parking Residential Area**

In some cases, residents of a block no longer need permit parking because of changes in street, traffic or parking patterns. The steps to remove permit parking on a block are as follows:

1. A City petition form will have to be signed by at least 60% of the residents in the designated area.
2. If 60% required signatures are met, the City will remove parking signs on the block. Notification letters will be mailed to the residents of the block.
3. If residents wish to re-instate residential permit parking on the block, residents may re-petition one year after the original petition was approved.

## **Hours of Parking Restrictions and Steps for Changing the Hours**

Hours of parking restriction are fixed on a block-by-block basis. Blocks within one zone may have different hours of restriction. The City Manager may at his/her discretion choose the hours of restriction and whether two-hour parking for non-permit holders will be established.

1. Steps for changing the hours of permitted blocks are as follows:
  - a. A City of St. Augustine petition form must be circulated to all the affected households. The petition form includes block information, parking enforcement times requested and signature lines for each household.
  - b. At least 60 percent of the households on each block must be in favor of changing the hours of restrictions. A petition may be signed by only one member of a residential address (household).
  - c. Once the petition has been endorsed by 60 percent of the affected households on each block, the City conducts field surveys to determine if the time under investigation warrants permit parking.
  - d. Two parking surveys are taken to determine if the new hours requested meet the qualifications set forth:
    - i. More than 50 percent of the total spaces per block must be occupied, and
    - ii. More than 25 percent of the total number of available spaces must be occupied by vehicles outside the affected zone.
  - e. If the qualifications in c. and d. above are met, the City sends notification to the residents on the affected block(s) and changes the permit parking signs in the affected area to the new times.
  - f. If the qualifications in c. and d. above are not met, the residents may repetition after one calendar year.

## **How to receive a Residential Parking Permit and Guest/Service Pass**

A residential parking permit does not guarantee a parking space. Spaces are available on a first-come-first-served basis to all permit/pass holders of that zone.

All households in a permitted zone are eligible to receive a residential permit parking pass and guest/service pass as follows:

1. In order to receive a residential permit and guest/service pass, each year a parking zone resident must:
  - a. Complete a RPPP application.
  - b. Show proof of residency (Driver's license, lease or mortgage document, voter registration card, rent receipt, or other documentation listing a valid address)
  - c. Pay appropriate fees.
2. A residential permit parking pass must be purchased to be eligible for a guest/service pass.

3. Temporary permits are issued at the discretion of the Parking Division.
4. A maximum of two residential permits per household.
5. 60 percent of households in a zone may petition to change the zone standard.
6. Short-term visitor passes are good for up to a maximum of 14 days with a limit of 5 per household per calendar year.
7. Residents may apply for residential permits, visitor passes, and guest/service passes in person, via email or on the City's website:

City of St. Augustine  
50 Bridge Street  
St. Augustine, FL 32084  
Email: [parking@citystaug.com](mailto:parking@citystaug.com)  
Fax: 904-825-1039  
Phone: 904-825-1090

### **Fees and Administration**

Permits that allow parking during restricted hours in a controlled parking residential area are issued only in accordance with the provisions listed below.

1. Residential parking permits and guest/service passes are \$30.00 each and temporary permits (max 14 days) are \$10.00 each.
2. All permits are non-refundable;
3. The City issues parking permits annually, one per vehicle, up to a maximum of two per household with the expiration date indicated on the permit. Permits may be renewed for additional one-year periods in the manner prescribed herein.
4. Individual zone permits are identified by a number that is unique to each zone. A valid permit for one residential parking zone does not entitle the permit holder to park in any other such zone.
5. When residents dispose of a vehicle with a valid parking permit and they continue to live within a parking zone, they may obtain a new permit for the replacement vehicle.
6. Permits and visitor passes shall remain the property of the City of St. Augustine and may be revoked without notice and must be surrendered on demand by the City.
7. Permits shall be affixed to the left rear window or bumper of the vehicle or the vehicle's license plate may be registered with the City.