# POLICY & PROCEDURES FOR RESIDENTIAL PERMIT PARKING
## AREA 2
## September 1, 2009 - August 31, 2010

**>>>>PLEASE RETAIN FOR REFERENCE>>>>**

**See our Permit Parking web site at www.stpaul.gov/ResidentialPermitParking**

The Saint Paul City Council has established residential permit parking in your neighborhood to keep the area free from non-resident parking. All vehicles that do not have a valid permit properly displayed are subject to the posted parking regulations. Signs and permits will display the number assigned to your area. Vehicles without permits or with inappropriate area numbers will be considered in violation.

No permit issued under this Ordinance shall guarantee or reserve to the holder a particular parking space within the restricted area but shall provide general parking in the area during the time specified by ordinance and as posted.

## HOW TO APPLY

### New Applicants:
All new applicants (legal residents in a permit area who have not previously purchased a residential parking permit), or representatives of sororities or fraternities must initially apply **in person** at either location listed below. **Please note that we accept checks, charge cards, check cards or the exact cash amount. Make checks payable to: City of St. Paul.**

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|---|---|---|
| Traffic Operations Building<br>899 North Dale Street<br>Telephone (651) 487-7200<br>Hours: 7:30 AM - 4:30 PM Mon. – Fri.<br>Free parking available | or | Traffic Engineering (Downtown Office)<br>25 W. 4th St., Room 800<br>Telephone (651) 266-6200<br>Hours: 8:00 AM - 4:30 PM Mon. – Fri. |

All new applicants for permits must submit proof of residency within the restricted area in the form of:
(a) A driver's license, lease, title, utility bill or fee statement bearing the applicant's name and address or;
(b) a notarized statement from a person having a legal title or lease for an applicant's residence. Notarized statements shall contain the applicant's name and address and the title or lease-holder's address and phone number.

### New Applicants (Sororities and Fraternities)
Sororities and fraternities are required to have a representative from each residence that will be required to submit the Certificate of Occupancy with a scaled drawing of the residences' parking lot(s) in order to purchase permits.

### Current Permit Holders:
As a resident who purchased parking permits in 2008-2009, you have been mailed an application for the period September 1, 2009 thru August 31, 2010. Permits must be applied for on that form. If you have changed your place of residence within a permit parking area, you must re-apply in person at either of the addresses listed above. **These applications are non-transferable.** Throughout the permit year current permit holders may apply for additional permits (vehicle, visitor or special event) by telephoning either of the above addresses.

**(OVER)**

**Permits for Area 2 - $10.00 each**
A non-refundable permit fee of $10.00 for each residential parking permit is required. Transferable permits are available to residents in Area 2 who reside in the permit parking area. **Permits shall be placed on the driver's side of the dashboard, visible to enforcement.** Permits can be paid for with a credit card, check card, check or exact cash amount. **Make checks payable to: City of St. Paul.**

**Single Family Residence**
A maximum number of **3 PERMITS** will be made available to each single family home.

**Duplex**
A maximum number of **3 PERMITS** will be made available per unit of a duplex.

**Sororities and Fraternities**
Those sororities and fraternities who purchased permits during the 2008-2009 permit year may purchase permits for 2009-2010 a number equal to or less than the amount purchased in 2008-2009. **If there is a need to purchase more permits than the amount allotted last year,** a representative from the residence will be required to submit the residences' Certificate of Occupancy with a scaled drawing of their parking lot(s). Such residences requiring a Certificate of Occupancy will receive permits based upon the number specified by the Certificate of Occupancy minus the number of off-street parking spaces available to that building, plus three (3).

**Special Event Permits – *NEW* - One Day Scratch-Off Hang-Tags ($1 each)**
Residents may purchase an unlimited number of non-transferable, temporary, one day special event scratch-off, hang tags. These special event permits are available to residents either through the mail or in person. The resident's address and permit area number are on these permits, but th ey are not dated. The resident scratches off the month, the day and the year on the day it is being used. Each permit is good for one day only. **Scratching off more than one date invalidates the permit. Special Event hang-tags shall be hung on the rearview mirror inside the vehicle, with the side displaying the address, date and permit number facing the exterior of the vehicle. The enforcing officer should be able to clearly read the permit through your windshield.** Call 651-266-6200 for more information or to order special event permits.

**FAILURE TO PROPERLY DISPLAY A PERMIT MAY RESULT IN A CITATION.**

**Lost Permits**
If a permit has been lost, a notarized statement is required stating how the permit was lost and a replacement will be issued for $1.00 each. Otherwise, a new permit can be purchased for $10.00 each if the resident hasn't reached their permit limits.

**If a resident relocates outside the permit area his/her permits become invalid. Police will be notified.**

***Warning:*** ***False information on a permit parking application shall be grounds for denial or revocation of said permit(s) and is punishable as a misdemeanor. L.C. 168.08.***

Paul St Martin
Traffic Engineer

7-10-09
Date

Revised: 07/09/09