



POLICY AND PROCEDURE

Subject: Resident/Non-resident Parking Permits	Index: Health, Safety, & Welfare Number: 401-3
Effective Date: December 1, 2011	Prepared By: Financial and Administrative Services
Supersedes: New	Approved By: <i>Joe Danchak</i>

1.0 **PURPOSE:**

To provide policy on the issuance of resident and non-resident parking permits within the City of San Clemente.

2.0 **ORGANIZATIONS AFFECTED:**

All departments/divisions.

3.0 **REFERENCES:**

Municipal Code 10.28.260

4.0 **POLICY:**

4.1 The City of San Clemente issues Preferential Parking Permits for residential parking and metered parking.

4.2 Preferential Parking Permits are restricted to residents living within parking zones created and approved by Council action.

4.2.1 No residential parking permit may be granted for any vehicle which may not legally be parked on City

streets or any vehicle which is not registered to an address located within the applicable preferential parking permit zone.

4.2.2 Residential parking permits shall be limited to one (1) permit per vehicle registered to a person living within the applicable preferential parking zone.

4.2.3 Residents living within a preferential parking zone shall be entitled to obtain one (1) guest parking permit per household per year, except within specified areas in the Broadmoor and Pacifica zones, where residents shall be entitled to four (4) guest parking permits per household per year. (See green area on Exhibit I)

4.3 Metered Parking Permits may be issued for resident and non-resident registered vehicles. Metered Parking Permits provide for parking, free of charge, in any City-owned and operated parking facility or in any on-street parking space regulated by a parking meter.

4.3.1 No metered parking permit may be granted for any vehicle which may not legally be parked on City streets.

4.3.2 Resident Metered Parking Permits are restricted to:
a) vehicles registered in the name of persons with a current California Driver's License registered to an address within the City of San Clemente, or
b) vehicles registered to an address within the City of San Clemente.

4.3.3 Resident Metered Parking Permits may be issued for vehicles registered in a business name and driven by a resident of the City. A written statement, on company letterhead from the business properly identifying the vehicle and the primary driver of the vehicle, must be provided with the application for a Resident Parking Permit.

4.3.4 Non-resident Metered Parking Permits may be purchased for any vehicle which is not registered to an address within the City of San Clemente or registered in the name of a City of San Clemente resident.

4.4 A one-time exception for new residents will be made for the issuance of a resident Metered Parking Permit under

Sections 4.3.1 and 4.3.2 or a Preferential Parking Permit under Section 4.2.1 above. New residents must provide proof of residency by presenting a utility bill, rental agreement, escrow document, or other documentation with the applicant's name and address within the City of San Clemente. Upon renewal, the subsequent year, Sections 4.2.1 and 4.3.1 above shall apply.

- 4.5 Active Military personnel, who provide evidence of residency within the City, may obtain a resident Metered Parking Permit for a vehicle which is not registered within the City. Military personnel are exempt from the requirements in Section 4.3.2 (a) and (b) above.

5.0 **DEFINITIONS:**

- 5.1 **PREFERENTIAL PARKING PERMITS** -A permit, issued by the City of San Clemente, to be affixed to a legally registered vehicle for purposes of parking within preferential parking zones defined and approved by City Council.
- 5.2 **PREFERENTIAL PARKING ZONES**- Areas within the City of San Clemente, defined by Council action, where parking restrictions have been adopted.
- 5.3 **METERED PARKING PERMIT** - A permit issued to provide for parking, free of charge, in any City-owned and operated parking facility or any on-street parking space regulated by a parking meter.
- 5.4 **RESIDENT** – persons with a valid California Driver's License registered to an address within the City of San Clemente.
- 5.5 **NON-RESIDENT** – persons not holding a valid California Driver's License registered to an address within the City of San Clemente.

6.0 **PROCEDURE:**

- 6.1 Preferential Parking Permits and Metered Parking Permits will be issued by the Utility Billing division.

- 6.1.1 Applications will be available for Preferential and Metered Parking Permits at the City's Utility Billing counter.
- 6.1.2 Applicants must present appropriate documentation, as defined in Policy Section #4 above, when applying for Preferential or Metered Parking Permits.
- 6.1.3 Preferential and Metered Parking Permits must be properly affixed to a motor vehicle and may not be transferred from vehicle to vehicle.