



## TIPS

### For Residents Seeking Installation of Residential Permit Parking

Full information about Residential Permit (R Permit) Parking Program is documented in the Administrative Guidelines of the Comprehensive Parking Management Program. The following are summarized highlights and helpful tips.

- Feel free to **ask ParkFlag** for information and assistance.
- ParkFlag does not intend to install Residential Permit Parking unless asked to do so by the blocks interested in having it installed. “Asking” for Residential Permit Parking is accomplished by submitting complete, correct, unaltered, original **petitions** to ParkFlag.
- The program will be considered and installed on a **block-by-block basis**. A “block” means both sides of single street section from one street intersection to another. For example, the “400 block of E Dale Avenue” is a block.
- After obtaining the petition, **identify properties along the block** in question. Fill-in the “Meter Number” and “Service Address” columns for each property.
  - For purposes of the petition, “properties along the block in question” means those properties that have water meters physically located on that block.
  - Corner properties and through lots count toward the block where the water meter is located. If there are meters on multiple frontages, only the meters on the subject block count.
  - Count each water meter as “a property” so that a place with more than one water meter gets a place on the petition, a vote, for each water meter.
  - Include all properties regardless of land-use (residential, office, commercial, and so forth). The number of units, tenants, or off-street parking spaces is not considered. Exclude vacant lots.
- **Choose one of three configurations**, or parking regulations desired:
  - Option 1 – Two-hour time limited parking in entire area served and permits exempt permit holder from time limit. This option does not reserve spaces for residents.
  - Option 2 - Open parking ½ of each side of street, and resident parking only (permit required) on remainder of the street. The “open parking” would have the same regulations that exist today.
  - Option 3 – Two-hour time limited parking ½ of each side of street, and resident parking only (permit required) on remainder of the street.

- **Get the property owners for each water meter to fill-in, vote, and sign the petition.** There are two basic ways to appropriately circulate the petition;
  - Option 1 – With most neighbors in agreement and reachable, the easiest way is to physically circulate the petition along the block. You need to have 51% of the property owners check the “Yes” vote box in order to have Residential Permit Parking installed. Any answer other than “Yes”, including no answer at all, will be counted as a “No” vote.
  - Option 2 – You may optionally and solely at your expense, send the petition to the property owners by certified mail. When doing so, indicate that the return receipt and the completed petitions be sent directly to ParkFlag. Also, submit all of your mailing receipts to ParkFlag to document that all property owners were sent the petition. If done by this option, a lack of response by a property owner will be counted as a “Yes” vote. A “Yes” vote from 51% of the property owners is required.

**Petitions should be circulated along with a complete copy of the Administrative Guidelines so that property owners are informed.**

- For most locations, after the petition process yields a “yes”, the City will conduct an **occupancy survey** to assure that at least 75% of the spaces are being used regularly. If the occupancy is not greater than 75%, the program will not be installed. This step will be skipped for blocks within three blocks of Northern Arizona University or within three blocks of the Flagstaff Downtown Business Improvement and Revitalization District.
- Initially, installation time will depend on demand. If there is great demand, installation will occur on a **first-come-first-serve** basis.
- **Though free, residents will “purchase” a no cost permit** by associating their license plates with their permit via an online portal or at the ParkFlag offices. Some notes about R Permits:
  - **R Permits will only be issued to the water meter customer.**
  - The only **physical permit** is the license plate(s) associated with the permit. Out-of-state and temporary license plates may be used. A permit is not valid if the license plate is not clearly and properly displayed.
  - A permittee with multiple vehicles may associate multiple license plates with the same permit. However, **only one vehicle may park using the permit at any one time.** Permits are not transferable and may only be used by the permittee and vehicles they associate with the permit.
  - R Permits are only valid in the zone for which they were issued (R1 through R6).
  - **Having a parking permit does not guarantee that a parking space is available.** If the spaces are full, permittees need to park elsewhere and follow the regulations (signs) for where parked, including time limits if parked in a time-limited space.
  - **R Permits must be purchased annually and expire one year after they are purchased.**
- It is unlawful for an applicant to falsely represent themselves as eligible for a permit or to furnish false information on a petition or application and such persons are ineligible for any ParkFlag permit.
- Note also that all other parking laws apply, including but not limited to:
  - Accessible parking restrictions
  - Seasonal parking restrictions
  - Parking within the lines or markings
  - No parking on sidewalks, loading zones, and similar regulation

