



## RESIDENT PERMIT INFORMATION

### **How to apply for a parking permit if you live in an established Residential District**

If you live in an established Residential District, getting a parking permit is easy! Visit the permit application website by clicking [HERE](#). Simply create an account, then:

- Select "Add New Permit"
- Choose "Residential 1st Permit"
- Complete application
- Upload proof of residency (rent/mortgage document or utility bill)
- Agree to terms and check out!

Once submitted, the application will be sent to the ParkFlag team, reviewed and approved. An email confirmation will be sent.

### ***Did you know...***

- The first resident permit is FREE! There is a fee for additional resident permits.
- The first 12 guest permits per year are FREE! There is a fee after those 12 permits in a year have been used.

### **How do you set up permit parking in a Residential District?**

This is a process initiated by residents that requires someone on the block organize neighbors and take on the role of "proponent." You will need a petition signed by a majority of property owners on each block to have a residential zone installed.

There are two methods for circulating the petition:

- The organizer prepares and distributes a simple sign-up sheet. Any answer other than "Yes, I want resident parking controls installed" is counted as a "No" vote.
- A petition is sent by proponents to property owners via certified mail. In this case, a lack of response by a property owner will be counted as a vote in favor of installing parking controls.

The petition is available by clicking [HERE](#).

**Who can sign a petition for installation of a residential zone?**

Only property owners can sign to install managed parking and creation of a residential zone.

Residential zones are based on the location of the water meter. Each water meter is entitled to one vote, regardless of land use, number of units, number of tenants, number of employees, etc.

**Why are resident permits issued based on water meters?**

Flagstaff City Council determined that using water meters fits the mission of having a fair and balanced parking system. This process is based on best practices in other similar communities, and has been found to be the simplest, most predictable, least intrusive and least prone to fraud.

**How many resident permits can I get?**

Residents receive one free permit per water meter. Up to three additional permits may be purchased.

**What will a resident parking permit cost?**

First Permit:	Free
Second Permit:	\$250 annually
Third Permit:	\$350 annually
Fourth Permit:	\$450 annually

**Is my license plate really my permit?**

Yes. There are no physical permits, stickers or window hangers.

A benefit to using this system is you may enter as many license plates as you want on the same permit. This means that you can park different cars, even rental cars, on the same permit. However, only one of the cars can park in the zone (use the permit) at any one time.

**Am I guaranteed a space?**

No. The resident parking permit only allows those with a permit to park in the spaces signed “No Parking – R Permit Exempt.” If the marked spaces on your block are full, you may park in

other similarly signed spaces on other blocks, or you may use the open public parking spaces on your block or any other block.

Resident permits are not valid on the days that the Armed Forces, Fourth of July, and Holiday Lights parades are scheduled.

### **What about my guests?**

About half of the parking spaces in a managed area remain public parking, and guests can always park in those spaces. In addition, each resident permit holder is entitled to 12 free guest permits per year. Guest permits allow the permit holder to park for 24 hours in the “No Parking – R Permit Exempt” spaces. Additional guest permits can be purchased for \$5 each through the online portal found by clicking [HERE](#).

### **Will the Snow Ordinance impact Downtown Residents that utilize on-street parking overnight?**

Yes! The Snow Ordinance will be enforced, however ParkFlag has a solution! Downtown Residents that do not already have off-street parking secured may purchase a permit for \$60/month to park overnight in one of the City’s public parking lots during this time by clicking [HERE](#).

### **QUESTIONS??**

Contact the ParkFlag team at 928-213-2960 or email at [parkflag@flagstaffaz.gov](mailto:parkflag@flagstaffaz.gov).