CITY OF SAN MATEO DEPARTMENT OF PUBLIC WORKS
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smparkingprogram@cityofsanmateo.org

RESIDENTIAL PARKING PERMIT APPLICATION FORM

The requirements to obtain a parking permit as a San Mateo resident are:

- ✓ A completed application form with the residents' name and address.
- ✓ A current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.
- ✓ Proof of residency, (required **only** if the vehicle registration does not have the applicant's current address). Acceptable proof of residency may be a utility bill, lease/rental agreement or a preprinted personal check with the resident's name and address.

If you are requiring permits for more than one vehicle, please include them all on one application form.

Please check one: ☐ **First time** ☐ **Renewal** ☐ **Replacement**

Applicant 's Name: _____
First *Last*

Street Address: _____
Apt. #

San Mateo, CA **Zip Code:** _____ **Phone Number:** _____

Please print clearly the license plate number(s) of the vehicle(s) receiving permit(s) below.
Parking permits are to be displayed on the **inside** lower left corner of rear window, facing out.
Visitor permits are transferable and are designed to hang from the rear-view mirror.

Please print clearly	Office Use Only
1. **Vehicle Lic. #** _____	1. **Permit #** _____
2. **Vehicle Lic. #** _____	2. **Permit #** _____
3. **Vehicle Lic. #** _____	3. **Permit #** _____
4. **Vehicle Lic. #** _____	4. **Permit #** _____
☐ **Check box if applying for a Visitor Permit.**	**Visitor Permit #** _____
One visitor permit per household allowed. Visitor permits not replaceable if lost/stolen or damaged.	**ZONE:** _____ Date issued: _____ Issued by: _____

I declare that the information I provided on this application is true and correct under penalty of perjury under the State of California laws, and that I understand and agree to abide by the Residential Parking Permit Program Policy and Procedures.

_____ _____
Signature ***Date***

View the Residential Parking Permit Program Policy and Procedures document on-line at www.cityofsanmateo.org.

Residential Parking Permit Sticker – Issued to residents within the RPPP area. These permits allow residents to park on the street during the posted RPPP time restrictions.

- ✓ Parking permits are issued as stickers to be affixed to the resident's vehicle. The residential permit is valid for a two calendar year cycle and is available from the Public Works Department.

- ❖ The number of permits that may be issued to either a single-family household or a multi-family unit is unlimited. It is understood that a greater amount of parking permits may be issued than there are available on-street parking spaces. This will create an environment of natural competition for on-street parking between neighborhood residents without the influence of long-term non-resident parking.

- ✓ Parking permits may be issued only for passenger non-commercial and passenger commercial (i.e., SUVs, small pick-up trucks, etc.) motor vehicles owned and registered by legal residents of the RPPP area. Boat trailers, camping trailers, motor homes and work-type commercial vehicles are not eligible to use parking permits for on-street parking under the terms of this parking permit program.

- ✓ Though the resident is responsible for acquiring a new permit by the first day of the new two-year permit cycle year (January 1), there is typically a 30-day grace period at the beginning of the two-year permit cycle during which the Police Department will issue warnings. No other grace period (i.e., new resident to area, new car, etc.) is available during the two-year parking permit cycle.

- ✓ The requirements to obtain a parking permit as a resident are:
    - ➢ A completed application form in the residents' name and address.
    - ➢ A current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.
    - ➢ Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be the vehicle registration, a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.

Visitor Parking Permit Hangers – Issued to residents within the RPPP area to distribute to *short-term guests* so they may park on the street with the same parking rights as a resident of the RPPP area.

Household visitor permits are issued as rear view mirror hangers, and must be displayed from the rear view mirror to be valid. Household visitor parking permit hangers are transferable, and may be placed on any vehicle of the resident's choosing.

- ❖ Any residence, either single-family or multi-family, eligible to obtain a residential parking permit may acquire a household visitor parking permit hanger. Only one (1) visitor parking permit hanger may be issued per household. Lost or damaged visitor permits may be replaced at the discretion of City Staff. This household visitor parking permit is valid for the same two-year permit cycle as a permanent resident parking permit and is issued as a rear view mirror hanger. This household visitor parking permit is only intended to be used by visitors. Use of the household visitor parking permit by a resident is not permitted, and may result in the issuance of a citation and/or confiscation of the visitor permit.