

# City of San Mateo Curb Marking Policy Summary

## Introduction

Each year the City of San Mateo Public Works Department receives many requests to install red, yellow, green, and white curbing. This document summarizes the concepts contained within the City's Curb Marking Policy and Procedures document, which is available upon request.

## Policy Objective

The Public Works Department is responsible for installing and maintaining all curb markings in the City. Residents and business owners are not permitted to install curb markings in any area of the city. Illegal curb markings are declared to be a public nuisance and are removed by the City at the property owner's expense. Additionally, it is unlawful to remove or modify any City-approved and -installed curb marking. Doing so may lead to liability for those responsible and such modification will be corrected at the property owner's expense.

## Curb Marking Definitions and Typical Installations

The City of San Mateo identifies four general types of parking zones as identified in Section 11.32.070 ("Curb Markings") of the San Mateo Municipal Code. These are: (1) no-parking zones, (2) time-limited parking zones, and (3) loading zones.

### No-Parking (Red Zones)

**Red Curb** - Red zones are no-parking zones, where parking is not allowed at any time. Red means no stopping, standing or parking at any time, except that a bus may stop in a red zone marked or signed as a bus zone.

**Driveway Red Tipping** - Driveway red tipping is a special type of red zone that is installed at driveways. Short sections of red curbing can be installed on either side of a driveway to promote better maneuverability into and out of the driveway and to improve visibility from the driveway. Parking restrictions for driveway red tipping are enforceable just as any other no-parking zone in the City (i.e., any vehicle, including that of the property owner, can be cited for parking in a driveway red tipping zone).

### Time-Limited Parking (Green Zones)

**Green Curb** - Time-limited parking zones are areas where the length of time that a vehicle can remain parked in a particular space is limited to a specified duration. The parking time limit for green zones is typically 20 minutes. However, other time limits may be established if warranted by Public Works review.

### Loading (Yellow and White Zones)

**Yellow Curb** - A yellow zone indicates an area that has been designated for freight and passenger loading activities. Yellow means no stopping, standing, or parking at any time between 7:00 a.m. and 6:00 p.m. of any day except Sunday for any purpose other than the loading or unloading of passengers or materials; provided that the loading or unloading of passengers shall not over three minutes, and materials no more than twenty minutes.

**White Curb** - White zones designate areas where only passenger loading activities are permitted and shall not exceed three minutes. These restrictions typically apply between 7:00 a.m. and 6:00 p.m. of any day except Sunday and except as specified in the San Mateo Municipal Code.

## Curb Marking Request Process

The curb marking request process is initiated by submitting the appropriate Curb Marking Request Form: (1) General Curb Marking Request, or (2) Driveway Red Tipping Request only. Note that the appropriate fee must be included with the request form when it is submitted to the Public Works Department.

## Fees

Fees are collected for curb marking requests when the curb marking will benefit an individual property rather than the general public. To offset the cost of material and staff time, the fees presented in the following table are collected for curb marking requests.

**Curb Marking Request Processing Fees**

| Type of Curb Marking  | Applicable Fee |
|-----------------------|----------------|
| Driveway Red Tipping  | \$168.00       |
| Green Zone            | \$210.00       |
| White Zone            | \$210.00       |
| Yellow Zone           | \$210.00       |
| Non-Critical Red Zone | \$210.00       |
| Critical Red Zone     | No Fee         |

The fee collected covers the upkeep cost for a 2-yr period after the initial installation. When refreshing of existing marking is requested after the 2-yr period, a fee equal to one-half of the current fee for such curb markings will be required. Under no circumstances shall the property owner be permitted to paint or repaint any curb markings.

## Curb Marking Evaluation Process

The Public Works Department will process curb marking requests on a first-come first-serve basis. Curb marking requests involving safety issues have priority over other requests. Staff will begin the review process within two weeks of receipt of the completed curb marking application. Additional time may be necessary to contact other property owners if the requested curb markings affect their property frontage. The entire review process takes up to six weeks to complete.

Once City staff has made a determination regarding the requested curb marking, a letter will be sent to the requestor documenting the results of the analysis, the City's findings, and a preliminary schedule for any work that is determined to be necessary. For curb marking requests that are granted, the work will be complete within four weeks of the date when the work order was issued.

## Evaluation Criteria

Every curb marking request involves a different set of circumstances. As such, each curb marking request will require a unique analysis that takes into account the particular set of circumstances involved. The following presents some of the questions that City staff will consider when evaluating a curb marking request:

- Is there evidence of a safety problem?
- Will the requested curb marking affect motorist safety?
- How much parking is removed to accommodate the request?
- Would other property owners be affected by the requested curb marking?
- Is the curb marking going to be installed in a location other than the requestor's property frontage?
- How is parking in the area affected by adjacent land uses?
- Are there similar parking zones nearby that would serve the requestor?
- How big does the requested zone need to be?
- Is there a clear need for the requested zone that is not met by existing on-street zones and off-street parking?

**City of San Mateo  
Department of Public Works  
330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403**

**General Curb Marking Request Form**

The purpose of this form is to enable business/property owners to request the installation of curb markings in front of their business/residence.

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**INSTRUCTIONS TO THE APPLICANT:** Fill out this request form completely. Sign, date, and return this form to begin processing. Please include the appropriate fee for the requested curb marking. If you have general questions regarding the City's curb marking policy, please refer to the City's *Policy and Procedures for Installation of Curb Markings*.

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Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
\_\_\_\_\_

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1. Type of curb marking (color zone) you are applying for: Yellow Green White Red
2. Fees: Yellow, Green, White, Non-Critical Red Zones - \$210.00 Critical Red Zone - \$0.00
3. Is requested curb marking (color zone) completely within your property frontage? (check one): Yes No  
If no, then please have the owner/resident of the property where the curb marking will be installed fill out the following information:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Do you consent to allow the requested curb marking in front of your property? Yes No  
Signature: \_\_\_\_\_
4. Length of Zone Requested: \_\_\_\_\_
5. Land-Use Type (check one): Single Family Home Wholesale/Warehouse Restaurant Office  
Hotel/Apartment/Condominium Retail Medical Office Other: \_\_\_\_\_
6. Business hours and days: \_\_\_\_\_
7. For Yellow Zones:
  - a. Number of pick-ups/deliveries daily: \_\_\_\_\_
  - b. Typical size and type of truck: \_\_\_\_\_
  - c. Estimated times of highest usage: \_\_\_\_\_
- For White or Green Zones:
  - a. Estimated number of customers/visitors daily: \_\_\_\_\_
  - b. Estimated times of highest usage: \_\_\_\_\_
8. Is there support from adjacent properties, including support from the Home Owners Association, for installation of the requested curb marking? Can you demonstrate this support if necessary? \_\_\_\_\_
9. Are there any facilities (churches, schools, shopping malls, office complexes, etc.) in the area that affect the availability of parking or loading at this location? \_\_\_\_\_  
\_\_\_\_\_

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Signature of Applicant

Date

**City of San Mateo  
Department of Public Works  
330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403**

**Driveway Red Tipping Request Form**

The purpose of this form is to enable business/property owners to request the installation of driveway red tipping in front of their business/residence.

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**INSTRUCTIONS TO THE APPLICANT:** Fill out this request form completely. Sign, date, and return this form to begin processing. Please include the \$168.00 processing fee for the requested driveway red tipping. If you have general questions regarding the City's curb marking policy, please refer to the City's *Policy and Procedures for Installation of Curb Markings*.

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Contact Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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1. Address of property where driveway red tipping is requested (if different than above): \_\_\_\_\_

If more than one driveway at this location, please describe the driveway where red tipping is requested. Attach a sketch if necessary.

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2. Is the requested driveway red tipping completely within your property frontage? (check one):  Yes  No

If no, then please have the owner/resident of the adjacent property (where a portion of the red tipping would encroach) fill out the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Do you consent to allow the requested curb marking in front of your property?  Yes  No

Signature: \_\_\_\_\_

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Signature of Applicant

Date