

# City of San Mateo

## Residential Parking Permit Program



### ***How to Apply for Residential Parking Permit***

Prepared by:  
City of San Mateo  
Public Works Department  
Created September 2019

Before beginning, please note that an **email address is required** to submit an online application. To submit an application without an email address, visit San Mateo City Hall, 330 W. 20<sup>th</sup> Avenue.

1. For each vehicle included in the application, gather electronic copies necessary documentation as specified on the first page of the application (scanned documents/pictures OK).
  - a. A current driver's license for each resident requesting a permit
  - b. A current DMV vehicle registration for each vehicle
  - c. Proof of residency in a parking permit area (required **ONLY** if the address on the driver's license and/or vehicle registration is not located in a parking permit area)
    - i. An acceptable proof of residency includes a utility bill, car insurance policy, lease agreement, or pre-printed personal check with the resident's name and address.
  - d. Additional documents required for a company car, leased car, and caregivers
  - e. Acceptable file formats: PDF, JPG, PNG
2. Go to <https://sanmateoca.seamlessdocs.com/w/RPPPapp>
  - a. Recommend using Chrome as the internet browser (Applicant's using Microsoft Edge may experience issues.)\_
3. Read the first page, and acknowledge/accept the disclaimer to continue **(A)**
4. Click Next **(B)**

### Thank you for your interest in the Residential Parking Permit Program.

Applicants must live in a parking permit program area to be eligible for a residential parking permit. Check the [RPPP map](#) to see if you live in a program area. For more information about the RPPP program, visit [www.cityofsanmateo.org/RPPP](http://www.cityofsanmateo.org/RPPP).

**Have the following items ready:**

1. An email address\*
2. A current DMV driver's license for each resident requesting a permit
3. A current DMV vehicle registration for each vehicle
4. Proof of residency in a parking permit area (required **ONLY** if the address on the driver's license and/or vehicle registration is not located in a parking permit area). Acceptable proof of residency includes a utility bill, lease agreement, car insurance policy, or preprinted personal check with your name and address.
5. Additional documents required for a company car, leased car, and/or caregivers.

\*An email address is required for online applications. Visit San Mateo City Hall, 330 W. 20th Avenue, to submit an application without an email address.

**A**

 By continuing I agree that I am willing to complete a digital version of the document(s) and that information about my user session will be stored.

**B**

5. Fill out the primary Applicant's contact information
- a. First Name
  - b. Last Name
  - c. Street Address – your permit(s) will be mailed to this address
    - i. Residents must live in a parking permit program area to apply for a parking permit. To see if you live in a program area, visit [www.cityofsanmateo.org/RPPMap](http://www.cityofsanmateo.org/RPPMap).
  - d. Unit – enter N/A if not applicable
  - e. Zip Code
  - f. Phone Number (full 10-digit number, including area code)
  - g. Email Address, which will be used for renewal notifications and receipts only

Applicant Contact Information		
<b>First Name *</b> <input type="text" value="Joe"/>	<b>Street Address *</b> <input type="text" value="330 W 20th Ave"/>	<b>Phone Number (include area code) *</b> <input type="text" value="(650) 555-1234"/>
<b>Last Name *</b> <input type="text" value="Smith"/>	<b>Unit (If none, enter N/A) *</b> <input type="text" value="N/A"/>	<b>Email Address *</b> <input type="text" value="smparkingprogram@cityofsanmateo.org"/>
	<b>Zip Code *</b> <input type="text" value="94403"/>	

6. Enter the Permit Information – Click the circle to specify whether you are:
  - a. Applying for the first time – for first time applicants or for requesting a permit for a new vehicle
  - b. Applying for a renewal permit – for permits about to expire
  - c. Applying for a replacement permit – for replacing a lost, damaged, or stolen permit

**Permit Information**

Indicate if you are applying for the first time, renewing your permit, or requesting a replacement permit. \*

First Time

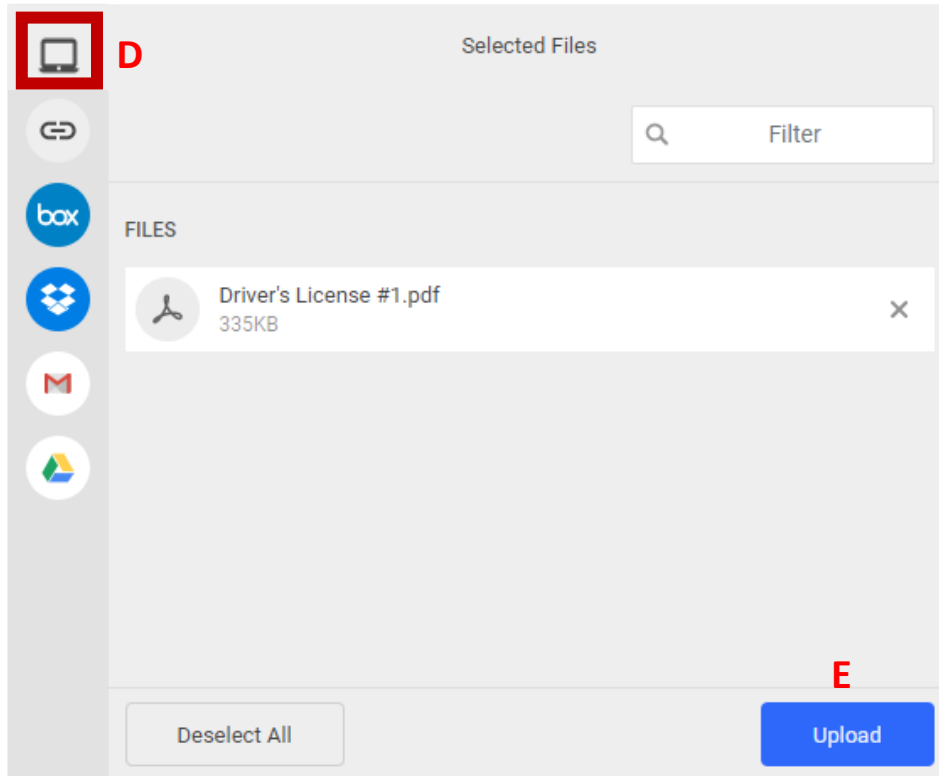
Renewal

Replacement

7. Upload a current DMV driver's license for each licensed driver requesting a permit.
  - a. Click **Click Here to Upload (C)**
  - b. In the left-hand column, check that the My Device **button** is selected **(D)**
  - c. Select the file you would like to upload. Click **Upload (E)**
  - d. Wait for each attachment to fully upload. The Uploading window will close on its own after each upload is complete.

Driver's License #1 \*

**C**  
[Click Here to Upload](#)



8. For each vehicle, list the license plate number and upload a current DMV vehicle registration.
  - a. Limit: One parking permit per licensed driver
  - b. Repeat step 7 to upload a DMV vehicle registration
  - c. If your driver's license and/or vehicle registration does not show an address located within a parking permit area, you are required to submit a proof of residency in step 15.

**Vehicle #1 License Plate \***

**Vehicle #1 DMV Vehicle Registration \***

[Click Here to Upload](#)

9. Check the box “I want a Visitor Permit” if you are requesting a visitor permit  
a. Limit: One per household (replaceable at the discretion of City staff)

**Check box if applying for a Visitor Permit. (One visitor permit per household, replaceable at the discretion of City staff)**

I want a Visitor Permit.

10. Answer the questions by clicking **Choose One (F)** and then selecting Yes or No.  
a. Another box will appear if you are required to upload additional documentation  
b. If prompted to upload additional documents, repeat step 7

**Does your driver's license and/or vehicle registration show an address located within a parking permit program area? \***

Choose One

**F**

**Is your permit for a company car? \***

Choose One

**F**

**Is your permit for a leased car? \***

Choose One

**F**

**Are you applying for a caregiver? \***

Choose One

**F**

11. Review your responses – you will not be able to change your responses after submitting
  - a. Do not use the back button. This will clear your application form.
12. Click **Continue (G)**

**Review your responses! You will not be able to change your responses after selecting 'Continue.'**

**G**

Continue...

13. If prompted, fill out or correct any required fields which were left blank or filled out incorrectly, and click **Continue (H)**

Phone Number (include area code) \*

5551234|

X

Please enter a valid phone.

Email Address \*

email@emailaddress.com

**H**

Continue...

14. Once everything looks correct, click **Submit & Sign (I)**

**CITY OF SAN MATEO**  
**DEPARTMENT OF PUBLIC WORKS**  
 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403  
 650.522.7300 ph - 650.522.7301 fax  
[smparkingprogram@cityofsanmateo.org](mailto: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:** Test Test  
 First Last

**Street Address:** 123 Test Drive N/A  
 Apt. #

**San Mateo, CA** **Zip Code:** 94403 **Phone Number:** 650-555-1234

**Email address:** email@emailaddress.com

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 front 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. # PLATE01	1. Permit #
2. Vehicle Lic. # PLATE02	2. Permit #
3. Vehicle Lic. #	3. Permit #
4. Vehicle Lic. #	4. Permit #
<input type="checkbox"/> Check box if applying for a Visitor Permit.	Visitor Permit #
<b>One visitor permit per household allowed. Visitor permits not replaceable if lost/stolen or damaged.</b>	<b>ZONE:</b>
	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 Here Your Name Here 08/02/2019  
 CLICK TO SIGN CLICK TO SIGN CLICK TO SIGN

View the Residential Parking Permit Program Policy and Procedures document on-line at [www.cityofsanmateo.org](http://www.cityofsanmateo.org).  
 form rev. 12/16

I.N. UPDATE UPON SIGNING

**City of San Mateo**  
 seatkinson@cityofsanmateo.org

- Document Signers
- 1 Applicant
  - 2 Parking Team

**Submit & Sign**



15. The program will then provide a form to generate your digital signature – fill out:
  - a. Your full legal name
  - b. Your initials
  - c. Email address
  - d. Signature Type – leave the default **“Type” option (J)** selected
16. Check the box **(K)** to authorize a digital signature to be created, and click **Apply Signature (L)**

17. Wait for your digital signature to load on the Preview page of the application.
18. Click **Finalize & Submit (M)**

19. A confirmation page will appear once the application has been successfully submitted.
  - a. A confirmation email will be sent to the email address provided in the application with a link to download your submitted application
  - b. Click the Blue Envelope **button (N)** to email a copy of your submitted application to another email address

## RPPP Application Submitted



Thank you for your submission. You will receive an email when staff have completed reviewing your application. Visit [www.cityofsanmateo.org/RPPP](http://www.cityofsanmateo.org/RPPP) for more information about the Residential Parking Permit Program. For questions, contact Public Works at (650) 522-7300 or [smparkingprogram@cityofsanmateo.org](mailto:smparkingprogram@cityofsanmateo.org).



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**DEPARTMENT OF PUBLIC WORKS**  
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Please check one:  First time  Renewal  Replacement

## Receiving and Using Your Residential Parking Permit

1. After successfully submitting the Residential Parking Permit application, you will receive an email notification when staff have completed reviewing your application.
2. The following situations could cause delays:
  - a. Incomplete/Inaccurate information in the application
  - b. Missing required attachments
3. Once you receive your Residential Parking Permit in the mail, adhere the permit on the outside, lower left corner of the rear window.
4. Read street signage carefully in RPPP zones to avoid parking fines.

## Resources for More Information

- Residential Parking Permit Program Requirements/Guidelines: [www.cityofsanmateo.org/RPPP](http://www.cityofsanmateo.org/RPPP)
- Residential Parking Permit Program Legislation: [www.cityofsanmateo.org/3876](http://www.cityofsanmateo.org/3876)
- Contact Us
  - (650) 522 -7300
  - [smparkingprogram@cityofsanmateo.org](mailto:smparkingprogram@cityofsanmateo.org)
  - Public Works Department at San Mateo City Hall, 330 W 20<sup>th</sup> Ave, San Mateo, CA 94403
    - Hours: Monday through Friday, 8:00AM to 4:30PM