

# 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. For blue curb markings, visit the [Residential On-Street Accessible Parking webpage](#) to view the blue curb policy and application process.

### 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. Red curb is generally considered "critical" where parking restrictions are necessary to maintain safe roadway and traffic conditions. "Non-critical" red zones include, but are not limited to, the curb space in front of United States Post Office mailboxes and public transit bus stops.

**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.

## ***On-Street Accessible Parking (Blue Zones)***

**Blue Curb** - Blue zones are areas reserved for parking by disabled persons. Blue means no standing or parking except by vehicles which display a distinguishing license plate or placard issued pursuant to Section 2251.5 (“Disabled Persons’ Exemption”), or Section 9105 (“Disabled or Blind Veterans”), of the California Vehicle Code.

The Residential On-Street Accessible Parking Spaces Policy and Procedures contains the application process and procedures for evaluating an application for a blue curb. Visit the [Residential On-Street Accessible Parking webpage](#) to view the blue curb policy and application process.

## **Curb Marking Request Process**

The curb marking request process is initiated by submitting a Curb Marking Request Form. 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. Curb marking fees are found in the [adopted Fee Schedule](#). A review fee is collected to allow the appropriate staff time to review and assess the curb marking request, and an installation fee is collected later if the request has been approved for installation. The review fee must be included with the request form when it is submitted to the Public Works Department. Installation fees must be collected prior to the curb marking installation.

The installation fee collected covers the upkeep cost for a 2-year period after the initial installation. When refreshing of existing marking is requested after the 2-year period, a fee equal to one-half of the current installation 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. The review process will generally begin within two weeks of receiving the completed curb marking application, subject to staff availability and request queue. Additional time may be necessary to contact other property owners if the requested curb markings affect the adjacent property frontage. The entire review process will typically be completed in about six weeks.

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 installation plan for any work needed. For curb marking requests that are granted, the work will be completed depending on City staff availability and weather conditions for proper paint application. Note that driveway red tipping will be installed during the “curb painting season” between March and October. Any requests approved for installation between November and February will be fulfilled as soon as possible in the curb painting season.

### ***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 fees for the requested curb marking according to the [adopted fee schedule](#). 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:
- |   |   |
|---|---|
| <input type="checkbox"/> Yellow: application fee + installation fee | <input type="checkbox"/> Driveway Red Tipping: application fee + installation fee       |
| <input type="checkbox"/> White: application fee + installation fee  | <input type="checkbox"/> Non-Critical Red Zones: application fee + installation fee     |
| <input type="checkbox"/> Green: application fee + installation fee  | <input type="checkbox"/> Critical Red Zone: no application or installation fee required |

2. Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is the requested curb marking 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 (If left blank, curb markings will only be installed along requested property frontage if approved):

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

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

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

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

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

4. For the installation of Yellow, White, or Green Zones:
- |   |  |
|---|--|
| a. Length of Zone Requested: _____            | d. Estimated times of highest usage: _____             |
| b. Business hours and days: _____             | e. Estimated number of customers/visitors daily: _____ |
| c. Number of pick-ups/deliveries daily: _____ |  |

5. Property Type (check one): ☐ Single Family/Duplex/Triplex Home ☐ Wholesale/Warehouse ☐ Restaurant ☐ Office  
☐ Hotel/Apartment/Condominium ☐ Retail ☐ Medical Office ☐ Other: \_\_\_\_\_

6. 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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_