

# **RESIDENTIAL PERMIT PARKING PROGRAM ADMINISTRATIVE POLICY AND PROCEDURES**

## **Steps for Establishing Permit Parking**

Regardless of the type of residential dwelling, whether single-family or multi-family, residents requesting permit parking on their blocks must submit a petition to the County.

1. To be considered for the Residential Permit Parking Program, the block must have parking overspill from out of area vehicles on an ongoing basis at least four days per week and nine months per year.
2. Block faces with no address points, i.e., no houses facing the street, are ineligible for zoned parking. This includes green spaces and parks.
3. Arlington County-provided petition forms must be circulated to affected households. The petition form includes block information, parking enforcement times and signature lines for each household.
4. At least 60 percent of the households on the block or multi-family building(s) must be in favor of establishing or changing the permit parking program. Petitions may be signed by only one member of a residential address (household).
5. Once the petition has been endorsed by 60 percent of the affected households on each block or multi-family building(s), the County conducts field surveys to determine if the area under investigation warrants permit parking.
6. Two parking surveys are taken to determine if the block(s) consistently meets the qualifications:
  - a. More than 75 percent of the total spaces per block are occupied, and
  - b. More than 25 percent of the total number of available spaces are occupied by vehicles outside the affected zone. See Paragraph 7 for the factors that determine the affected zone. If blocks are added to an existing zone, the affected area would include the existing zone plus the new blocks.
  - c. Note: Paragraphs 4 and 5 together constitute the 75/25/60 rule used to determine if permit parking is warranted.
7. Arlington County considers the following factors when determining whether a new permitted block should be annexed to an existing zone or start a new zone: size (eventual zones preferably no larger than 1/2 mile in any direction), land use characteristics, location of major or minor arterials, location of physical and natural boundaries, location of a traffic generator, driving patterns within the neighborhood, parking capacity of the street, existence of driveways and dedicated parking, civic association boundaries, and other neighborhood characteristics.
8. If the qualifications in Paragraphs 4 and 5 are met, the establishment of a new zone is effective the following July. Permit parking on blocks that are added within existing zones is effective immediately. Applications for permit parking may be submitted to the County throughout the year but must be received by December 31 in order to establish permit parking by the following July.

9. The County sends notification to each address within the newly approved zone with the following information:
  - a. Boundaries of the new zone,
  - b. The effective date of the zone,
  - c. The specific rules and regulations for the zone, to include the hours when parking will be restricted, and
  - d. The procedures for obtaining parking permits.
8. The County then posts signs restricting parking to vehicles displaying an Arlington County residential parking permit or pass with the appropriate zone indicator.
9. After applying the 75/25/60 rule, if the qualifications are not met, then the residents must wait one calendar year before requesting again for a residential parking program on those blocks.
10. In order to begin the process to establish permit parking, residents may obtain Arlington County petition forms in person, by phone, email or by fax at:
 

Arlington County Government  
 Department of Environmental Services  
 Transportation Engineering and Operations Bureau  
 2100 Clarendon Boulevard, Suite 900  
 Phone: 703-228-3344  
 Website: [www.parkarlington.com](http://www.parkarlington.com)  
 Email: [park@arlingtonva.us](mailto:park@arlingtonva.us)

**Applicability of RPPP to Multi-Family Dwellings**

Residents of multi-family buildings (including two-family, town house and multiple-family dwellings) that were built before the current zoning standards (1997 for duplexes and townhouses and 1964 for dwellings with more than two families) were established may participate in the RPPP if they meet the RPPP’s standard 75/25/60 rule as well as other established criteria. In consideration of the potential impact that vehicles from a multi-family building can have on the neighborhood, County staff performs independent studies to determine if the building should be assigned to a new zone and the kinds of permits and passes which will be made available for the residents.

**Eligibility for Consideration**

- Any resident, owner or property manager of a multi-family building may request to petition for permit parking for their building by filling out an application form. The application must be completed in full in order to be considered.
- The multi-family building must meet the 75/25/60 rule, which states that:
  - More than 75 percent of the total spaces along any unrestricted curb space adjacent to the building are occupied.
  - More than 25 percent of the total spaces along any unrestricted curb space adjacent to the building are occupied by vehicles from outside the neighborhood.
  - At least 60 percent of the units in the multi-family building must be in favor of establishing or changing the permit parking program.

- A multi-family building will not be eligible to join the RPPP if:
  - 1) The building meets the current zoning requirements for number of parking spaces. All duplexes and townhouses built after 1997 and all dwellings built for more than two families built after 1964 are assumed to meet the current zoning requirement.
  - 2) The building was approved under the site plan, Unified Residential Development Use Permit, or Unified Commercial Development processes.
  - 3) The building does not meet the following County guidelines for maximizing on-site parking:
    - a) There are no obstructions in parking spaces that prevent cars from parking within the building parking facility.
    - b) Spaces are striped to maximize use of parking lots or garage.
  - 4) The building charges separately for parking and the charge is more than the County's permit parking fees.
  - 5) Off-street parking can be obtained within 2 blocks of the building through special arrangements with the other site's building management.

### ***Implementation Process***

- Step 1: Application
  - a. Building representative faxes, mails or emails application to Permit Parking Administrator.
  - b. The application must be complete.
- Step 2: County surveys and analyses
  - a. 75/25 survey
  - b. Zone analysis to determine whether the building would be added to an existing zone, whether a new zone would be established with potential for expansion, or whether the building would have its own permit parking zone for the foreseeable future.
  - c. Analysis to determine the kind and number of permits and passes to be issued to each unit.
- Step 3: Petition
  - a. Staff prepares petition for building representative.
  - b. Building representative informs all residents of petition and receives signatures from 60 % of the units.
- Step 4: Zone preparation
  - a. Petition reviewed.
  - b. Residents informed of zone approval, zone enforcement date and provided with application forms for permits/passes.
  - c. Permits/passes sent to residents.
- Step 5: Zone creation
  - a. Signs installed on street.
  - b. Police initiates enforcement.

### ***Notes***

- If the multi-family dwelling contains a commercial/retail establishment on the first floor of the building, then the block face adjacent to the retail area is not eligible for zoned parking during retail hours.

### **Steps for Subdividing a Permit Parking Zone**

Currently some residential zone permit parking holders are cross-commuting within their own zone to Metro or other parking generators within the same zone. In order to address this problem, residents may request subdividing some of the larger zones. The steps are as follows:

1. The process begins when 60% of the households on at least one block requests that their block to be surveyed to see if it qualifies under the 75/25 rule because of cross-commuting.
2. The County would conduct a 75/25 survey using the block's limits as the boundary for the 25% out of area survey.
3. Once the 75/25 test has been met, the County conducts a review to determine the appropriate boundaries of the new zone. Arlington County considers the following factors when determining new or subdividing existing zones with each residential permit parking request: size (eventual zones preferably no larger than 1/2 mile square), land use characteristics, location of major or minor arterials, location of physical and natural boundaries, location of a traffic generator, driving patterns within the neighborhood, parking capacity of the street, existence of driveways and dedicated parking, civic association boundaries, and other neighborhood characteristics.
4. After the determination of the new zone boundaries, at least 60% of the current permit holders in the proposed new zone must petition the County to create the new smaller zone.
5. The establishment of the new zone is effective the following July. Applications for permit parking may be submitted to the County throughout the year but must be received by December 31 in order to change the zone boundaries by the following July.
6. If a new zone is approved, the County sends notification to each address within the approved zone with the following information:
  - a. Boundaries of the new zone,
  - b. The effective date of the zone,
  - c. The specific rules and regulations for the zone, to include the hours when parking will be restricted, and
  - d. The procedures for obtaining parking permits.
7. The County then changes the permit parking signs in the affected area to the new zone number.
8. In order to subdivide a zone, residents may obtain Arlington County petition forms by contacting the County in person, by phone or by email at:

Arlington County Government  
Department of Environmental Services  
Transportation Engineering and Operations Bureau  
2100 Clarendon Boulevard, Suite 900  
Phone: 703-228-3344  
Website: [www.parkarlington.com](http://www.parkarlington.com)  
Email: [park@arlingtonva.us](mailto:park@arlingtonva.us)

### **Steps for Removing Permit Parking on a block**

In some cases, residents of a block no longer need permit parking because of changes in street, traffic or parking patterns. The steps to remove permit parking on a block are as follows:

1. County-provided petition form will have to be signed by at least 60% of the block neighbors.
2. If 60% required signatures are met, County will remove parking signs on the block. Notification letters will be mailed to the residents of the block.
3. If residents wish to re-instate residential permit parking on the block, residents may re-petition one year after the original petition was approved.

### **Hours of Parking Restrictions and Steps for Changing the Hours**

Hours of parking restriction are fixed on a block-by-block basis. Blocks within one zone may have different hours of restriction. The County Manager may at her discretion choose the hours of restriction and whether two-hour parking for non-permit holders will be established.

1. The permit parking zone hours of restriction must fall within one or more of the following categories:
  - a. 8:00 a.m. – 5:00 p.m. Monday – Friday
  - b. 8:00 a.m. – 5:00 p.m. Saturday/Sunday
  - c. 5:00 p.m. – 1:00 a.m. Monday – Friday
  - d. 5:00 p.m. – 1:00 a.m. Saturday/Sunday
2. Two-hour parking, permit holders excepted, may be requested through the petition process.
3. Steps for changing the hours of permitted blocks are as follows:
  - a. Arlington County-provided petition forms must be circulated to all of the affected households. The petition form includes block information, parking enforcement times requested and signature lines for each household.
  - b. At least 60 percent of the households on each block or multi-family building(s) must be in favor of changing the hours of restrictions for the block. Petitions may be signed by only one member of a residential address (household).
  - c. Once the petition has been endorsed by 60 percent of the affected households on each block or multi-family building(s), the County conducts field surveys to determine if the time under investigation warrants permit parking.
  - d. Two parking surveys are taken to determine if the new hours requested meet the qualifications set forth:
    - i. More than 75 percent of the total spaces per block must be occupied, and
    - ii. More than 25 percent of the total number of available spaces must be occupied by vehicles outside the affected zone.

- e. If the qualifications in c. and d. above are met, the County sends notification to the residents on the affected block(s) and changes the permit parking signs in the affected area to the new times.
- f. If the qualifications in c. and d. above are not met, the residents may re-petition after one calendar year.

### **How to Receive a Permit, FlexPass, Landlord Permit, and Visitor Passes**

A residential parking permit does not guarantee a parking space. Spaces are available on a first-come-first-served basis to all permit/pass holders of that zone.

All households in a permitted zone are eligible to receive permits, a FlexPass and visitor passes as follows:

1. In order to receive a residential permit, FlexPass, Landlord Permit, and/or visitor passes, a parking zone resident must:
  - a. Complete a RPPP application. A renewal application is sent to each eligible household annually for accurate record keeping,
  - b. Show proof of residency (Virginia Driver License, lease or mortgage document, Virginia voter registration card, Security Deposit or paid rent receipt)
  - c. Pay appropriate fees.
2. Temporary permits are issued at the discretion of the Division of Transportation
3. A maximum of three residential permits per household is allowed for current Arlington County-registered vehicles, unless the residents of a zone petition otherwise.
4. Sixty percent of households in a zone may petition to change the zone standard to have fewer or more than three permits. The first blocks of a newly established zone set the standard for future additional blocks within that zone.
5. Each eligible household receives one FlexPass, a dashboard placard that can be used by residents or their visitors. The FlexPass may not be sold or transferred. If a FlexPass is sold or transferred to someone not visiting the residence, the result will be forfeiture of receiving a FlexPass for current and following year. The FlexPass is designed to deter duplication and is clearly marked with the residence address and zone number. Residents in permit zones receive one FlexPass that is renewed annually.
6. Short-term visitor passes are used as a supplement to the FlexPass. Short-term visitor passes are clearly marked with the residence address and the zone number. Short-term visitor passes may not be sold or transferred to people not visiting the assigned residence, and violations of this provision will result in forfeiture of receiving the short-term visitor passes for the current and following year. Residents are eligible for 100 short-term visitor passes per year, to be sold in packs of 20 for \$5. Each pass is valid for up to three consecutive days. The first 20 are free. Residents must mark with a pen the days that the pass is valid by filling in the date circles and writing in the effective dates. Improperly marked short-term visitor passes will result in being ticketed.
7. Non-resident property owners are eligible to receive one Landlord Permit, a dashboard placard that may only be used by the non-resident property owner while visiting the address shown on the pass. The Landlord Permit may not be

sold or transferred to people not visiting the assigned property. Selling or transferring the Landlord Permit will result in forfeiture of receiving a Landlord Permit for the current and following year.

8. Residents may apply for residential permits, the FlexPass and/or short-term visitor passes online, in person, by phone or by fax to:
  - a. Arlington County Government  
2100 Clarendon Blvd, Suite 215,
  - b. Phone: 703-228-3344
  - c. Website: <http://egov.arlingtonva.us/rppp/>
  - d. Email: [park@arlingtonva.us](mailto:park@arlingtonva.us)
  
9. "Good in all Zones" permits are special vehicle-specific permits issued to eligible health care workers and social workers who conduct multiple site visits to homes in the County. The permits enable the workers to park on permit parking restricted blocks while servicing residents on those blocks. "Good in all Zones" permits may only be used while conducting business in permit parking areas. Vehicles belonging to individuals not providing a service are subject to ticketing and the individuals issued the permit having their privileges suspended. This program is currently under review and no new requests are being accepted.

### **Accessory Dwellings – effective January 1, 2009**

Accessory Dwellings (AD) may be eligible for one FlexPass and one book of (20) Visitor Passes, or may be required to share passes with the main dwelling on the lot as follows:

If the block is less than 65% parked, as determined by the survey performed at the time of application for the AD permit:

1. The AD household is eligible for one FlexPass; and
2. The AD household is eligible for 20 short-term visitor passes (one pack) per year.

If the block is greater than 65% parked, as determined by the survey performed at the time of application for the AD permit, the owner of the main dwelling must either:

1. Make available to the AD household, the FlexPass for which the main household is eligible; or
2. Enable the AD household to obtain one permit out the three permits for which the main household is eligible. The owner must apply on behalf of the tenants.

### **Fees and Administration**

Permits that allow parking during restricted hours in a residential parking zone are issued only in accordance with the provisions of the paragraphs below.

1. Beginning July 1, 2006, user fees are:
  - a. \$20 per year for first two permits,
  - b. \$50 per year for the third permit, and
  - c. \$250 per year each for the fourth or more.<sup>1</sup>

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<sup>1</sup> Residents may receive more than three permits only if 60 percent of the residents within the zone agree to more than three.

2. FlexPass is free of charge.
3. Short-term passes cost 25 cents per pass and are sold in packs of 20 for \$5. The first 20 are free.
4. Landlord Pass is free of charge.
5. All permits are non-refundable; FlexPasses are non-replaceable; and visitor passes are non-refundable and non-replaceable.
6. The County issues parking permits annually, one per vehicle, up to a maximum of three, with the expiration date indicated on the permit. Permits may be renewed for additional one-year periods in the manner prescribed herein.
7. Individual zone permits are identified by a number that is unique to each zone. A valid permit for one residential parking zone does not entitle the permit holder to park in any other such zone.
8. When residents dispose of a vehicle with a valid parking permit and they continue to live within a parking zone, they may obtain a new permit for the replacement vehicle.
9. Permits and visitor passes shall be removed from the vehicle upon moving from the zone.
10. Permits and visitor passes shall remain the property of Arlington County and may be revoked without notice and must be surrendered on demand by the County.
11. Permits shall be affixed to the left rear bumper of the vehicle.