

Police Permits and Registry

Why do I need a Guest Parking Permit?

The City of Concord has established permit parking areas in order to alleviate, in certain areas and neighborhoods, motor vehicle congestion. A guest parking permit may be issued in a designated permit parking area upon receipt of a completed application. Among the items required in said application shall be evidence of the applicant's residency within a designated permit parking area, the license plate number of the guest's vehicle; and the address of the residence being visited, which must coincide with the applicant's address.

CMC Article VI. Permit Parking Areas

10.30.370 Purpose.

This division sets forth procedures for the establishment of permit parking areas within the city in order to alleviate, in certain areas and neighborhoods, motor vehicle congestion caused by longterm parking by nonresidents of those areas and neighborhoods. In order to protect the health, safety, and welfare of residents of areas and neighborhoods affected by longterm parking and to protect and promote the integrity of these areas and neighborhoods, it is necessary to establish the procedures herein.

(Code 1965, § 3940; Code 2002, § 106-441. Ord. No. 1186)

10.30.380 Definitions.

Director of Finance or Director. The person occupying the position of Director of Finance in the city organization or his designee.

Parking permit or permit. A decal, sticker, or similar device to be affixed to a vehicle containing specific information required by section(s) 10.30.420 and/or 10.30.440, as applicable.

Permit parking area. An area with streets and boundaries designated by the City Council by resolution within which vehicles displaying a valid permit shall be exempt from parking restrictions established pursuant to this division.

Valid application. A resident parking permit application obtained from the city Finance Department which contains all information requested by the application, including: (1) evidence of residency within the permit parking area, and (2) evidence of vehicle ownership with the vehicle registered to the same address as the resident. Appropriate evidence shall include, but not be limited to, a current vehicle

registration, a current driver's license, a recent utility bill, or photocopies of these items, and the appropriate application fee, if any, established in the Resolution Establishing Fees and Charges for Various Municipal Services.

(Code 1965, § 3941; Code 2002, § 106-442. Ord. No. 1186)

Cross references: Definitions generally, § [1.05.100](#).

10.30.390 Areas eligible for designation.

Areas meeting and satisfying the objective criteria established in these procedures shall be considered for designation as a permit parking area. Permit parking areas may be designated by resolution in which motor vehicles displaying a valid parking permit may stand or be parked without limitation as to the parking time restrictions established by the resolution. Said resolution shall also state the applicable time limitation and the period of the day and days of the week for its application.

(Code 1965, § 3942; Code 2002, § 106-443. Ord. No. 1186)

10.30.400 Designation criteria.

(a) An area shall be deemed eligible for consideration as a permit parking area if data for surveys and studies prepared at the direction of the Director of the responsible City Department or his/her designee satisfy the objective criteria that the area is impacted by vehicles belonging to nonresidents for any extended period during the day or night, on weekends, or during holidays.

(b) In determining whether an area identified as eligible for permit parking may be designated as a permit parking area, the following factors shall be included in the review and consideration:

- (1) The extent of the desire and need of the residents for permit parking and their willingness to bear the costs associated therewith;
- (2) The extent to which legal on-street parking spaces are occupied by motor vehicles during the period proposed for parking restriction;
- (3) The extent to which vehicles parking in the area during the period proposed for parking restriction are vehicles belonging to nonresidents rather than vehicles of residents;
- (4) The extent to which motor vehicles registered to persons residing in the area cannot be accommodated by the number of available off-street parking spaces; and

(5) The location and number of spaces available as alternative parking locations for vehicles of nonresidents which are to be displaced in the proposed permit parking area.

(Code 1965, § 3943; Code 2002, § 106-444. Ord. No. 1186; Ord. No. 14-7, § 2)

10.30.410 Designation process and recommendations.

(a) Upon receipt of a verified petition signed by at least 50 percent of the residents in the area proposed for designation and which represents at least 50 percent of the residential units in the area proposed for designation, the Director of the responsible City Department or his/her designee shall undertake such surveys or studies as are deemed necessary to determine whether an area is eligible for permit parking.

(b) At the completion of surveys and studies to determine whether designation criteria are met, a determination shall be made by the Director of the responsible City Department or his/her designee as to the eligibility of the area under consideration for permit parking, the boundaries for the proposed permit parking area, the appropriate time limitation on parking, and the period of the day and days of the week for its application.

(c) A written report shall be submitted by the Director of the responsible City Department or his/her designee to the City Council, including a recommendation whether to designate the area under consideration as a permit parking area based upon the surveys and studies performed.

(d) In the report, evidence generated as a result of surveys and studies performed, the findings relative to the designation criteria deemed applicable to the area, conclusions as to whether the findings justify preferential parking for that particular area, the proposed boundaries of the permit parking area, the proposed time limitations, period of the day, and days of the week for its application, and the availability of alternate parking spaces or areas, shall be presented.

(e) The designation process and designation criteria shall also be utilized by the Director of the responsible City Department or his/her designee and the City Council in determining whether to remove the designation of an area as a permit parking area.

(Code 1965, § 3944; Code 2002, § 106-445. Ord. No. 1186; Ord. No. 14-7, § 2)

10.30.420 Issuance of resident parking permits.

(a) The Director of Finance shall be responsible for the issuance of parking permits to persons residing in a permit parking area designated in accordance with Section [10.30.390](#). A permit shall be issued by the Director only upon receipt of a valid application.

(b) The Director may issue permits only to residents of a permit parking area.

(c) The Director may not issue more than four permits to any one address for residents at that address, unless the Director finds more than four licensed drivers residing at one address with more than four vehicles registered to that address.

(d) The Director shall either grant or deny a resident parking permit within 10 working days from the receipt of a valid application. If the permit is granted, the Director shall issue it in accordance with this division and the permit shall be valid for the calendar year for which it is issued, unless a different period is established in the resolution creating the permit parking area. If the Director denies a permit, the written reasons for the denial shall be provided to the applicant, in person or by mail, within the time period specified herein.

(e) The permit shall be affixed either to the left rear bumper or the bottom left rear window of the vehicle for which it has been issued.

(f) The Director shall maintain a record of the number of parking permits issued to each residence, the names of permit holders, the license numbers of vehicles for which a permit has been issued, the preprinted number of the permit, and a notation of the documents checked to establish residency and vehicle ownership.

(Code 1965, § 3945; Code 2002, § 106-446. Ord. No. 1186; Ord. No. 14-10, § 1)

10.30.430 Revocation of resident parking permits.

The Director may revoke the parking permit(s) of any person known to the Director to no longer be eligible for a permit(s). The Director shall give written notice to the permit holder of said revocation, the reasons therefor, and that the permit shall be removed from the individual vehicle.

(Code 1965, § 3946; Code 2002, § 106-447. Ord. No. 1186)

10.30.440 Guest parking permits.

(a) The Director may issue one guest parking permit per resident in a designated permit parking area upon receipt of a completed application for a guest permit. Among the items required in said application shall be:

- (1) Evidence of the applicant's residency within a designated permit parking area;
- (2) The license plate number of the guest's vehicle; and
- (3) The address of the residence being visited, which must coincide with the applicant's address.

(b) The guest permit shall be of a different color than resident parking permit(s) and shall be valid for a period of 14 consecutive days, unless written proof acceptable to the Finance Director has been submitted to show that such a 14-day period would be a detriment to the health or welfare of the guest or resident whom the guest is visiting, in which case the permit shall be valid for a period of 30 consecutive days. The first and last day of the permit shall be written upon it, together with the license plate number of the guest's vehicle. There is no restriction on the number of times a guest permit may be obtained.

(c) The guest parking permit shall be affixed either to the left rear bumper or the bottom left rear window of the guest's vehicle.

(d) The Director shall maintain, or cause to be maintained, a record of the number of guest parking permits issued to each residence within a designated permit parking area and the vehicle license plate numbers for which guest parking permits have been issued.

(Code 1965, § 3947; Code 2002, § 106-448. Ord. No. 1186; Ord. No. 1224; Ord. No. 14-10, § 2)

10.30.450 Appeal.

Any person who has been denied a permit(s) or had a permit(s) revoked by the Director may appeal that decision to the City Council within ten days after the decision of the Director has been given or sent to the appellant in accordance with section [2.05.050](#) of this Code. An appeal shall be set forth on a form provided by the City Clerk and shall be accompanied by a fee, if any, as set forth in the Resolution Establishing Fees and Charges for Various Municipal Services.

(Code 1965, § 3948; Code 2002, § 106-449. Ord. No. 1186)

10.30.460 Exemptions.

(a) *Emergency vehicles.* Any emergency vehicle, including but not limited to an ambulance, fire engine, or police vehicle, which is under the control of an individual providing service to a property located in the permit parking area shall be permitted to stand or be parked on a street in the area without being limited by the time restrictions.

(b) *Delivery and service vehicles.* Any vehicle, including but not limited to a delivery, utility, or service vehicle, which is under the control of an individual providing service to property located on a street in the permit parking area shall be permitted to stand or be parked on a street in the area without being limited by the time restrictions. Identification of such vehicle as commercial, utility, or service vehicles shall be the responsibility of the driver of such vehicle.

(c) *Vehicles displaying handicap plates.* Any vehicle which is identified as used by disabled or handicapped individuals meeting the requirements of Vehicle Code § [22511.5](#), and displaying the handicap plates, shall be permitted to stand or be parked on a street in the area without being limited by the time restrictions.

(Code 1965, § 3949; Code 2002, § 106-450. Ord. No. 1186)

10.30.470 Installation of signs; warning period.

(a) Upon the designation of an area as a permit parking area, the Director of the responsible City Department or his/her designee shall cause appropriate signs to be erected in the area.

(b) Once appropriate signs are erected in a permit parking area, a warning period not to exceed 15 days shall go into effect. During this warning period, motor vehicles not displaying a permit which are parked on the street in excess of the posted time limit shall not be ticketed.

(Code 1965, § 3950; Code 2002, § 106-451. Ord. No. 1186; Ord. No. 14-7, § 2)

10.30.480 Violations.

Any person that does or causes to be done any of the following shall be deemed guilty of a misdemeanor punishable pursuant to section [1.05.230](#) of this Code:

- (1) To stand or park a motor vehicle without a current permit properly displayed on a street within the permit parking area for a period of time exceeding the posted time limit hours during the effective times and days of the permit parking system;

- (2) To falsely represent himself as eligible for a parking permit or to furnish false information in an application for a permit;
- (3) To permit the use or display of, or to use or display, a valid parking permit issued under this division on a motor vehicle other than that for which the permit was issued;
- (4) To copy, reproduce, or otherwise bring into existence a facsimile or counterfeit resident or guest parking permit;
- (5) To knowingly use or display a facsimile or counterfeit resident or guest parking permit in order to evade time limitations on parking applicable in the permit parking area;
- (6) To knowingly commit any act which is prohibited by the terms of this division.

(Code 1965, § 3951; Code 2002, § 106-452. Ord. No. 1186; Ord. No. 94-5; Ord. No. 07-12)