RESIDENTIAL PARKING PERMIT PROGRAM
INFORMATION SHEET AND FAQ

RESIDENT PARKING PERMITS

The Town Council, via resolution, may designate certain areas of Corte Madera as eligible to become a Residential Parking Permit Program zone. These areas will have signed and posted time restrictions during specified hours. Residents who live on the streets that are designated as a Residential Parking Permit zone may apply for a Resident Parking Permit that will allow them to be exempt from posted parking limitations.

RESIDENT PARKING PERMIT APPLICATION

Residents may apply for and be issued permits for each vehicle registered to their home address located within the residential parking permit zone. There is no limit to the number of vehicles that may receive a permit. To be eligible for a permit, the vehicle would need to meet the following requirements:

- Registered to a qualifying residential address in Corte Madera

- Have a non-expired registration with the DMV

- Have no outstanding parking or toll violations on your registration

If a vehicle meets the above criteria, residents would complete a Resident Parking Permit Application.

Residents living in a designated residential parking permit program area who are authorized drivers of vehicles that are not registered to an address within the permit area may be eligible to receive a parking permit for their vehicle by submitting an application that includes (1) proof of residence in the permit area and (2) a written explanation that describes why their vehicle is not registered in the permit area. It is in the discretion of the Director of Public Works to issue permits under these circumstances when the Director finds good cause exists to waive the vehicle registration condition. Examples of good cause include, but are not limited to, instances where a resident is an authorized driver of a company vehicle that is registered to the company's address, or a new resident has moved to the neighborhood and the vehicle is not yet registered to the new address.

GUEST PARKING PERMIT APPLICATIONS

Residents can apply for and be issued guest parking permits if they reside within the designated parking permit zone. The decision to issue guest parking permits is within the discretion of the Town Manager. Vehicles displaying valid guest parking permits are subject to the same rules and regulations applicable to residential parking permits issued under this Town Code.

Permit Rules and Regulations
All individuals are responsible for reading and completing the permit application, and all applicable Town ordinances and resolutions. By signing the permit application, you affirm that you have read and understand the policies and procedures, town ordinance, enacting resolution and shall comply with all provisions therein. There is currently no consideration to charge residents for parking permits, however, that is subject to change after the first year of the program has completed, should administrative cost recovery to the program be needed. It is your responsibility to report any lost or stolen permits, and to obtain a new permit as necessary.

Permits should be placed on the inside of either the lower left corner of the front windshield (above the VIN), or in the lower left corner of the rear window.

Permits are issued to specific registered vehicles and may not be used on any other vehicle. If a permit is found on a vehicle other than that to which it is assigned, the permit will be immediately and permanently revoked. Vehicles found with false or unassigned permits will be issued citations.

NEW VEHICLES: Do not switch a permit to a new vehicle before notifying the Town. After ensuring your new vehicle meets the eligibility requirements, we will need the vehicle's make, model, color, and license plate in order to update our records.

Resident Permit Limitations
Resident Parking Permit holders are only allowed to park over the posted time limit in specific areas. The letter on your parking permit allows you to park over the time limit on streets posted with matching area signs. Permits do not allow the holder to park in violation of any Town ordinance or state vehicle code. Vehicles may park for a maximum of 72 hours per Town ordinance and California Vehicle Code 22651(k) before they must be moved. Vehicles in violation of this code are subject to citation and/or towing at the owner's expense, regardless of permitted status. This ordinance is enforced even if the vehicle is parked in front of the owner's residence.

Frequently Asked Questions:

What is a Residential Parking Permit and how do I obtain one?
The Town would issue parking permits to residents on specific streets in the areas of Corte Madera. The permits would allow the holders to park in excess of the posted time limit on streets posted with that permit type, but not longer than the 72 hours mandated by California State Vehicle Code.

How much do permits cost and how many can I get?
Permits would be free at this time through summer of 2020, and may or may not have a cost recovery nominal administrative fee in the future. Residents may apply for as many permits as they have vehicles registered to their address that meet the permit criteria.

When does the Parking Permit Program begin?
The parking program, established through Ordinance No. 988, becomes effective thirty (30) days from Tuesday, August 20, 2019, the day the ordinance was adopted by the Corte Madera Town Council.

What if I have guests or construction?
Contractors, plumbers, landscapers with a valid business license in the Town will be exempt from parking restrictions. When possible, we recommend parking your permitted vehicle on the roadway and allowing your guest to park on your driveway, garage, or other off-street parking spot. If you have multiple guests, or significant construction, please contact the Town to work out a solution for a limited basis. This may involve short term guest passes. While we understand that many contractors and workers need to have their vehicles close by for various reasons, construction vehicles must adhere to all vehicle code regulations. Vehicles parked in posted No Parking, red zones, in front of fire hydrants, facing the wrong way, etc., will be issued a citation.

Contractors would be required to display a copy of their Town business license and that would act as their temporary parking permit.

Where should I place the parking permit on my car?
Parking permits should be placed on the inside of either the lower left corner of the front windshield (above the VIN), or in the lower left corner of the rear window. Do not place the permit in the rear window if your vehicle has tinted rear windows – if your permit is not visible, it will not be honored.

How do I know if my vehicle is eligible for a Residential Parking Permit?
Your vehicle must meet three requirements in order to be eligible for a permit:
- Registered to a qualifying residential address in Corte Madera
- Currently registered with the DMV
- Have no outstanding parking or toll violations on your registration

What happens if I sell my car with the permit and buy a new car?
To avoid receiving a citation, please notify the Town as soon as possible of any changes to your permitted vehicles. Sale of a car automatically voids permit validity since it will no longer be registered with the Town as eligible for the program.

Can I put my permit in my guest's vehicle?
No. Placing a permit in any vehicle other than that to which it was assigned will cause that permit to be immediately and permanently voided, and will cause the guest to be cited, fined and possibly towed. Vehicles found with false permits will be cited.

I have a permit and I still got a ticket, what do I do, can I contest the citation?
If you believe you received a parking ticket in error, you may contest the citation through an administrative review by the Central Marin Police Authority, or other issuing

authority, by requesting administrative review in person, over the telephone, or in writing as directed by the instructions on the citation.

<u>I have a Handicap Placard/Plates, do I need a permit too?</u>
No. If you have a valid handicap placard or handicap/veteran license plate, you do not need a permit. When properly displayed, handicap placards permit the holder to park in excess of the posted time limit per the California Vehicle Code.

<u>How do I contest a citation?</u>
You may contest a citation by telephone, in writing, or in person to the issuing agency, within 21 calendar days from the issuance of the citation or 14 calendar days from mailing of a notice of a delinquent parking violation. Procedures to contest the citation are provide for directly on the citation.

<u>I do not agree with the results of my initial administrative review. What are my options?</u>
Per Vehicle Code section 40215(b), if you are unsatisfied with the results of the administrative review of your citation, you may appeal the decision by requesting an administrative hearing. You must make the request no later than 21 calendar days following the mailing of the results of the administrative review and submit payment for the citation.

If you are unsatisfied with the results of your administrative hearing, you may appeal the decision to the third and final level, Traffic Court in the Superior Court of Marin County. You will be required to pay Traffic Court fees.

<u>What happens if I choose not to pay or contest my parking citation?</u>
If a citation remains unpaid after 35 calendar days, you will lose your right to appeal the citation and late fees will start to accrue. The first late fee applied will be double the citation amount, up to a maximum of $150 per violation.

If the citation remains unpaid, additional late fees will be accrued and a hold will be placed on the vehicle registration preventing registration until the citation is cleared.

If the citation continues to remain unpaid, a hold may be placed with the Franchise Tax Board and/or the citation may be sent to a third party for collections.

Per Vehicle Code section 22651(i), a vehicle with five or more unpaid parking violations may be towed if it is parked on a public roadway or public parking lot.