DOWNTOWN RESIDENTIAL PERMIT INFORMATION

Permits for the Downtown Residential Parking Program are available at the City Parking Office. The Parking Office is located at the Locust Garage, 124 Locust Street, in downtown Santa Cruz. Office hours are 10 AM to 5 PM, Monday through Friday, including the lunch hour. If you have special circumstances please call the Parking Office at 420-6097. **City offices will be closed 12/21/13 through 1/5/14. We have changed the annual start date of this program to February 1st of each year. Your current 2013 permit will be valid through 1/31/14.**

PARKING RESTRICTIONS:

The permit program is enforced February 1st through January 31st during posted hours. If you park in the program area longer than the posted time limit or park in permit only areas without a permit you are subject to a $58.00 citation. If you park at an expired exempt meter without a permit you are subject to a $38.00 citation.

PERMIT AVAILABILITY AND COST:

Residents may purchase up to three (3) annual residential permits and two (2) annual guest permits per household. These parking permits cost $25 each. Residents may also purchase up to thirty (30) daily permits per household each year for $2 each. Daily permits may be purchased individually or several at a time. Parking permits will only be issued to residents who provide proper identification. Additional permits may be purchased upon request and with approval from the Director of Public Works. **Guest permits are never valid in a resident's vehicle.** All permits are issued to park at the residence for which they were purchased. Park as close to the address as is possible, never further than 3 blocks away. Please come prepared to purchase your permit/s.

IN-PERSON PERMIT APPLICATION:

To apply for your permits you will need to bring the following documentation:

1.) Your picture ID.
2.) Your vehicle registration for the vehicle(s) you wish to have permits issued for.

If your current driver's license or vehicle registration does not show your address in the program area, you must show some proof of residency (such as a current phone or utility bill in your name and the address in the program area or an unaltered, typed rental contract less than 45 days old in your name showing the address in the program area.) **Proof of residency will be required before a permit will be issued.**

SPECIAL CIRCUMSTANCES:

1. If you are a non-resident property owner, submit proof of property ownership in the program area (current utility or tax bill).
2. If you are a volunteer or work for a non-profit or public agency that is providing service within the program, submit proof of assignment/employment in the program area on the group or agency's letterhead.
3. Contractors may purchase daily or monthly permits for their vehicles or their employee's vehicles when conducting work on a building or property adjacent to city-controlled streets.
4. Readily identifiable commercial, delivery, service, utility, or construction vehicles are exempt from the residential parking restrictions. Vehicles are readily identifiable when they have commercial license plates and vehicle advertising/identification. These vehicles must be actively conducting maintenance, repair, or service in the program area when parked.
5. Bring a paystub or business card if you need a permit for a vehicle registered to your employer.

Parking Office, 124 Locust Street, P.O. Box 1870, Santa Cruz, CA 95061

DOWNTOWN RESIDENTIAL PERMIT GUIDELINES

Welcome to the Downtown Residential Permit Parking Program. Thank you for your patience and cooperation during the application process.

PERMIT DISPLAY AND USAGE:

Depending on your application, you will receive a resident and/or guest permit for your household. Resident bumper sticker permits should be affixed to the left rear bumper of your vehicle. Guest hangtag permits should be hung from the rearview mirror with the face of the permit showing through the windshield. **Guest permits are never valid in a resident's vehicle. They are only to be used by a transient visitor while they are at the permit holder's residence.** Daily permits may be used in a resident's vehicle if parking is only occasionally needed on-street. All permits are issued to park at the residence for which they were purchased. Park as close to the address within the program area as is possible, never further than 3 blocks away. Misuse of a permit is an unlawful act by both the user and permit holder, and can result in an additional fine of $118 for misuse, and revocation of all permits. Permits are not transferable. Remove and surrender any residential permit if you wish to cancel it mid-season. It will come off in pieces, so just record the permit number and apply the permit pieces to paper.

PERMIT ENFORCEMENT:

The Downtown Permit Parking Program is enforced all year during the posted hours. Permits allow you to park in the residential time restricted areas and at posted exempt meters in the Downtown Residential Program Area only. A permit is required for street parking between 12 AM and 6AM everyday. Parking enforcement will cite for other parking infractions. Please remember to park correctly and obey all vehicle codes. A permit **does not** allow you to block a driveway, even your own.

PARKING CITATIONS:

All vehicles that do not abide by the restrictions of this program will be subject to a parking citation. If you are issued a parking citation in error, you must file a request for an administrative review within 21 days of the citation issuance. If the citation concerns a guest permit, bring (or mail a photocopy) of the guest permit to the Parking Office. Submit your written review request to the City Parking Office, 124 Locust Street, P.O. Box 1870, Santa Cruz, CA 95061.

ADDITIONAL INFORMATION:

Please tell your neighbors about this program, and encourage them to apply for parking permits if they need to park on-street. If you have any questions or need additional information please call the Parking Office at 420-6097, 10 AM to 5 PM, Monday through Friday. The Public Works Department will enforce daytime parking controls, and the Santa Cruz Police Department will enforce overnight restrictions. For enforcement concerns, call 420-5181 or 420-5114 about daytime services, or non-emergency dispatch at 471-1131 about overnight concerns.

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