

## RESIDENTIAL PARKING PERMIT PROGRAM

Municipalities across the country are faced with the challenge of preserving the quality of life in residential neighborhoods by limiting the impacts of non-resident, transient parking. When contiguous to office buildings, universities, hospitals, transit stations, sports venues and evening entertainment establishments, it can be challenging for residents to find on-street parking in their own neighborhoods. Since the 1970s, many municipalities have responded to this challenge by establishing residential permit parking (RPP) programs that are designed to help homeowners and their visitors find parking spaces that would be completely occupied otherwise.

Ordinances establishing RPP programs designate selected on-street parking spaces for the exclusive use of nearby residents, typically during times of peak on-street parking demand or, in neighborhoods that are severely impacted by non-resident parking, all day and/or every day of the week. These programs have been proven to insulate residents from an unreasonable burden in gaining access to their homes by minimizing the number of nonresidential vehicles parking in their neighborhoods.

Recognizing the benefits that a residential permit parking program would provide to its residents, the City of Chester enacted an ordinance implementing RPP in the mid-1980s. Along with other elements of its parking program, the City is now modernizing RPP, including a conversion to plate-based, or “digital,” permitting. By moving away from decals, placards, or hangtags, it will be possible to enroll online and no longer necessary for applicants to appear in person or to send in their application documents by mail, saving time for residents and making the process more convenient for residents and other parking stakeholders. ***Please note that the CPA website RPP portal is not yet operational. Until then, residents will be required to enroll in person as described below.*** Once enrolled, motorists are free to park in the specified RPP zone.

It is also important to note that, in spite of these program enhancements, a digital RPP permit is not intended to guarantee or reserve a curbside parking space. Additionally, an RPP permit does not allow a permit holder to park in areas where parking is prohibited—permit holders are not exempt from adhering to traffic or parking regulations.

### **Designation of Residential Parking Permit Area in Chester**

The eligible blocks will be clustered into a series of zones and residents will be notified of the benefits of enrolling in the RPP program. Signs will be posted on each of the designated blocks within these zones.

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## How the Program Works

The Chester Parking Program enhances the City's RPP program by enabling residents to register their vehicles to ensure that their vehicles can legally parking in residential parking spaces during regulated hours. The zone in which a resident lives is the only zone in which the resident can park under the RPP rules. Being registered in a specific zone does not mean a resident can park in any other RPP zone within the City.

Vehicles registered in the RPP program shall be excused from the observance of parking restrictions only in the zone for which the residential parking permit or vehicle license plate is registered. If a vehicle is parked outside the registered RPP zone, it will be subject to enforcement actions. If residents see a sign on their streets, they you should register in the RPP program. RPP zone regulations are in effect Monday through Sunday from 9:00 am- 9:00 pm except for City-designated holidays.

As described above, all permits will be plate-based, meaning that a vehicle's license plate serves as the permit. Applicants may register up to two vehicles per household in the RPP program. Because permits will be license plate-based, they will be "non-transferable." All changes in account status, including a change in vehicle status, such as the use of a service "loaner" vehicle can be made on-line, or in person.

RPP applications will be accepted in-person at City Hall's parking management office and on-line, once the web portal is activated, via the Chester City website (<https://www.chesterparking.com/>) Permits are valid for one year and will need to be renewed annually. Permits are normally \$25 but this fee will be waived for 2021. Service Vehicles, Guests and Temporary permits for longer term guests like students' home for the summer, visiting relatives etc. will be free and available upon request

## RPP Eligibility Requirements to Register

To be eligible to enroll in the Chester RPP program, a resident must prove they reside in a designated residential parking permit area. Non-transient residents must have a valid driver's license and registration that matches the address the permit parking area where they are applying. Non-residents must produce a current lease as well as a valid license and registration.

There is a limit of two vehicles per household that can be registered in the RPP program. Definitions of a household follow:

- Single-family unit—one dwelling unit in one building accommodating one family.

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- Multi-family unit—one dwelling, subdivided to accommodate multiple tenants, such as rental properties.
- Individual Apartment Units, Townhouse Units, Coop Units, Condominium Units—one property address with multiple unit numbers.

All vehicles must display a valid state license plate. Proof of current, valid registration must be provided for the permitted vehicle.

Residents must provide the following proof of residency to qualify for the Chester RPP program:

- Each household applicant must have a valid Pennsylvania Driver's License and vehicle registration with a Chester address within the requested RPP zone. No additional proof is required.
- If a driver's license and vehicle registration does not display a qualifying address, the following documents must be provided:
  - Current rental/lease agreement for the qualifying address stating the applicant's name as the tenant. The current lease must be presented and include the following information:
    - Applicant's name
    - Property address including apartment or unit number
    - Start date and end date of the lease
    - Signatures of the applicant and landlord
    - **Please note:** No altered leases will be accepted.
    - Images of leases presented via smart phones or tablets will not be accepted.
    - A sublease executed without written authorization of the property owner will not be accepted.
  - Utility bill, credit card statement, insurance or recent bank statement
    - The billing and service addresses must match the qualifying address
    - Mortgage documents or mortgage insurance documents are not accepted as they prove ownership, but not residency.
  - If a vehicle recently purchased at the time of application, the temporary registration information and bill of sale must be provided.
  - When permanent plates are issued then applicant must update the household account.

The City recognizes that some households may require more than two residential parking permits for temporary or extended time periods. It is important to note that most blocks within the RPP zones have limited spaces and managing these spaces to accommodate the needs of all residents is a difficult task; however, the City may allow a third vehicle to be registered to a

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household which can demonstrate a unique hardship or other exigent circumstances. These exemptions will be reviewed and made by the City on a case-by-case basis.

Commercial vehicles, such as those with repair plates, dealer plates, taxis and liveries, and buses, campers and trailers over 20 feet in length do not qualify for RPP permits.

To qualify for permit issuance, all outstanding City parking tickets must be paid in full prior to issuance. No transfer of RPP accounts or vehicles is allowed. Permit holders are required to immediately notify the City if there are changes to account information. This can be done on-line via the City's website or in-person.

RPP applicants will be required to provide the following for each vehicle registered:

- Name and address of the owner of the vehicle
- Name, residential address and driver's license number of the principal operator of the vehicle
- Make and license plate state/number of the vehicle

Permits are valid for one year from the date of issuance and the annual renewal fee is \$25.

Once the holder of a residential, visitor, service vehicle, guest parking permit or vehicle for which the permit was issued no longer meets the RPP Eligibility Requirements defined above, the permit will be void and the City must immediately be notified of any change in status.

If a resident no longer resides at the qualifying address, the City must be immediately notified so the RPP account can be terminated.

If a vehicle is purchased during the year, the City must be notified to update its vehicle records to ensure that enforcement action does not occur on the recently purchased vehicle. This can be done on-line or in person.

If a registered vehicle is sold, the City must be immediately notified to remove it from the program. There is no transfer of RPP vehicles in the program.

### **Guest Parking Permits**

Residents often have guests who require parking so Guest Parking Permits can be issued to allow guests to park in a residential parking zone during posted hours. Resident RPP account holders can register Guest Parking Permits, which are only valid for one day, to their household

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accounts. There is a limit of two active guest passes per day for each RPP household. Guest parking vehicles will only be able to park in the zone associated with that household.

The City has the right to limit the issuance of Guest Parking Permits if the volume of vehicles with these permits creates undue congestion that would present safety hazards for both pedestrians and moving vehicles, during the requested time periods impair traffic safety. The City maintains the discretion to restrict the issuance of guest permits if the number of permits issued in a zone exceeds fifty percent (50%) of the curbside parking spaces in that zone.

### **Key Program Information**

The City's overarching goal is to ensure a commonsense approach to administering this program and to meet the parking needs of Chester's residents, visitors and employers.

Any misrepresentation by the applicant or illegal use of a permit will constitute a violation of the ordinance and subject the permit holder revocation of the permit.

A parking permit shall only be valid in the RPP zone for which it was issued. If a resident no longer resides in the residence for which the RPP permit was issued, the permit is void and the City must be notified immediately.

If RPP zone includes parking meters, the meter regulations supersede the RPP regulations, meaning the RPP rules will not apply during the hours of meter operations.

The RPP permit does not allow the holder of the permit to park a motor vehicle in areas where parking is prohibited, and the permit holder is not exempt from adhering to traffic or parking regulations. Any vehicle parked in an RPP zone that is not properly registered with the City shall be ticketed. Vehicles that are habitually cited for violating the City's RPP regulations may be subject to additional sanctions, including immobilization and/or impoundment.

### **How to Apply for A Permit**

Account registration and management, can all be done on-line or in-person at City Hall. Program information is available via these same resources.

#### **In-person**

Chester Parking Management office located on the 1<sup>st</sup> floor of City Hall. The City Hall receptionist will direct visitors to the parking customer service window. All applications will be processed immediately and parking management staff is available to answer any questions. Please

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bring any required supporting documentation so an application can be processed or questions can be answered easily.

Our location is:

Parking Services

1<sup>st</sup> Floor

1 E 4th St, Chester, PA 19013

### On-line

Online RPP applications can be made via the City's website—<https://www.chesterparking.com/>. Applicants can enter account and vehicle information as well as upload all supporting information as well. Accepted document formats include JPG, BMP, TIF, DOC, DOCX, PDF files. This website allows residents to check the status of an application and to conduct account management activities, such as adding/deleting vehicle information, as circumstances change.

The website is the source for all new program information, providing answers to questions or issues as they arise.