



## RESIDENTIAL PARKING PERMIT RENEWAL 2022 SRJC ZONES 1 & 2/West End/Olive Park

Your residential Parking Permit(s) expires December 31<sup>st</sup> of this year. If you are new to the residential permit program please contact us for the initial application, this form is to be used for renewals only.

**YOUR PERMIT HAS GONE DIGITAL - NO HANGTAGS WILL BE PROVIDED.**

The vehicle's license plate now serves as the permit. All other parking rules and regulations apply.

<p><b>Renew by Mail</b> Mail form to 90 Santa Rosa Ave. Santa Rosa CA, 95404 along with:</p> <ul style="list-style-type: none"> <li>Copy of current Valid Registration for each vehicle</li> </ul> <p>\$20 Check Payable to "City of Santa Rosa"</p>	<p><b>Renew by eMail</b> <a href="mailto:srparking@srcity.org">srparking@srcity.org</a> email renewal form along with:</p> <ul style="list-style-type: none"> <li>Scan of Current Valid Registration for each vehicle</li> </ul> <p>Once approved and processed we will contact you to finalize payment.</p>	<p><b>Renew in Person</b> Parking office open 8AM-5PM Mon-Fri, 90 Santa Rosa Ave. Bring in completed application, current vehicle registrations, \$20 processing fee.</p>
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PLEASE SEE REVERSE SIDE OF APPLICATION FOR A COMPLETE LIST OF REQUIRED AND ACCEPTED DOCUMENTS.

The Parking Division now uses an online Self-Service Permit Center where residents manage their digital residential permits. An email address is needed to activate your account and will serve as your user log-in. Please write legibly below to provide an email address that you want to use as your login credential.

**Email:**

**Name:**

**Residence Address (Street):**

**City:**

**State:**

**ZIP:**

**Phone:**

**CA Vehicle License Plate:**

**Make**

**Color**

**Year**

1.

2.

3.

I, \_\_\_\_\_, the undersigned, declare that I have read and understand the "Residential Permit Instructions" on the reverse side of this form, and that I have possession of the above licensed motor vehicle(s). I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

Registration Expiration Date	Residential Permit Number	Date Permit Issued	Receipt #	Issued By
1.				
2.				
3.				

# Residential Permit Instructions

**Please submit all of the following (incomplete applications will be returned):**

1. Completed Residential Parking Permit Renewal form
2. Current CA DMV registration for each vehicle\*, up to three vehicles per residence\*\*.
  - \* Vehicles in excess of 8,000 pounds gross vehicle weight (Ord. 2713) are excluded from the program.
  - \*\* Vehicle must be registered to the address listed on the renewal or a P.O. Box
3. Processing fee of \$20.00 – PLEASE NOTE: Fee applies to each transaction if permits are purchased or renewed as separate transactions. **Make check or money order payable to the City of Santa Rosa.**

Your license plate number will serve as your permit credential allowing your vehicle to be exempt from the time limited parking restrictions. A vehicle's license plate must be visible to Parking Enforcement Officers. Vehicles without a digital permit on file are subject to the time restrictions posted on the street.

The permit may be transferred among your personal motor vehicles or temporarily to a visitor's motor vehicle using the new online Self-Service Permit Center. More information about temporary transfers will be provided in an email confirmation when permits are renewed. A residential permit is only valid on a vehicle with current registration tags from the Department of Motor Vehicles. The permit is not valid for use in vehicles that exceed 8,000 pounds gross vehicle weight (Ord. 2713).

The permit is valid only on eligible blocks in zones for which the permit has been issued. A map of all eligible blocks in each permit zone can be found on the Santa Rosa City website at <http://srcity.org/198>.

If a **vehicle is sold**, vehicle updates can be made at the online Self-Service Permit Center. If the **permit holder moves** from the area, please notify the City of Santa Rosa, Parking Division at [srparking@srcity.org](mailto:srparking@srcity.org) or (707) 543-3325.

Residential permit(s) may be renewed by mail with proper documentation and payment.

Residential permit(s) are not valid at parking meters.

Residential permit(s) will be revoked in any of the following situations:

- If any person falsely represents themselves as eligible for a parking permit or furnishes false information to the Parking Division in order to obtain a permit;
- If any person allows or uses a permit for commuter parking. Commuter parking shall mean use of a permit for the purpose of parking to go to one's place of employment or educational institution; and
- If any person sells, transfers, exchanges, assigns, photocopies, produces or otherwise brings into existence a facsimile or counterfeit permit in order to evade parking regulations.