



CITY OF FORT WORTH

GUIDELINES AND PROCEDURES FOR ISSUING RESIDENTIAL PARKING PERMITS

I. INTRODUCTION

The City of Fort Worth ("City") City Council passed Ordinance No. 23048-12-2017 to seek and protect public safety and preserve the quality of life within the City. It was necessary to restrict parking in residential areas near non-residential parking generators in order to reduce hazardous traffic conditions resulting from the parking of vehicles in residential areas by persons visiting or working at nearby parking generators. Residents were concerned about parking availability for themselves and their guests, traffic safety, emergency vehicle access, and impacts on delivery and other basic services.

The implementation of the City's RPP program is to increase the amount of on-street parking available to residents and their guests while balancing the needs of others who desire to park along the street. The program does not guarantee or assign specific spaces for specific residents. Vehicles parked in designated Resident-Parking-Only-Zone areas during the restricted hours are subject to being ticketed if they do not properly display a valid parking permit.

The purpose of this Departmental Policy is to clarify the practices and procedures that will be used by the Transportation and Public Works Department in exercising the duties and responsibilities of facilitating the RPP program.

II. AUTHORITY AND SCOPE

- A. Ordinance No. 23048-12-2017 passed and approved on December 12, 2017, enables the designation of "Resident-Parking-Only Zones" along designated streets.
- B. The Director of Transportation and Public Works ("Director") has authority to issue these guidelines and procedures in support of the enabling ordinance. The Director retains the authority to revise or modify these guidelines and procedures as necessary.
- C. The Director is authorized to erect appropriate signs and markings within Resident-Parking-Only-Zones to give notice of the requirements.
- D. The Director may deny permit applications in certain cases.
- E. The Director may revoke permits of any person who violates any provision of Ordinance No. 23048-12-2017.

III. OBTAINING RESIDENT PARKING PERMITS

- A.** Each residence will be issued permits based on the first application City receives meeting the requirements outlined below. Additional applications will be denied until expiration of issued permits; until issued permits are remitted to City; or until an affidavit is executed documenting a lost, destroyed, or stolen permit. Applicant will be deemed the responsible party for permits associated with the residence for which application is made.
- B.** To receive permits, an applicant must own or occupy a residence located within a Resident-Parking-Only Zone for which the permits are to be issued and, at the time of application, submit every other person owning or occupying the same residence for which a permit may be needed. Only tenants indicated on the lease agreement will be considered eligible to receive permits.
- C.** Applicant must submit an application that contains the following:
 - a.** Applicant's name and driver's license number;
 - b.** The name of every other licensed driver who owns or occupies the same residence as the applicant and each such person's driver's license number;
 - c.** The address of applicant's residence located within the Resident-Parking-Only Zone;
 - d.** The make, model, and license plate numbers of each vehicle to be parked in a Resident-Parking-Only Zone; and
 - e.** Documentation to verify each vehicle's registered owner matches those names included on the application or a signed affidavit from the vehicle's registered owner stating that the person identified on the application has legal possession and control of the vehicle.
- D.** Applicant must submit two (2) of the following when picking up permits to verify that applicant is either an owner or occupant of the residence.
 - a.** Driver's license and insurance documentation matching the residence address;
 - b.** Copy of Appraisal District documentation;
 - c.** Mortgage document;
 - d.** A current utility bill in the applicant's name dated within thirty (30) days of the application;
 - e.** Lease agreement where applicants address matches permit zone residence address with at least six months remaining on the lease; or
 - f.** Any other documents deemed acceptable by the Director to prove that the applicant owns or occupies residence within the Residents-Parking-Only-Zone.
- E.** Owners of residences in a Resident-Parking-Only Zone may authorize an agent to make application on behalf of owner by providing a written, notarized agreement between owner and agent granting agent authority to make application as owner and must submit necessary documentation.

IV. ISSUANCE OF PERMITS AND VENDORS PERMITS

- A.** Upon City's receipt and review of an annual application received on behalf of a residence, applicant will be issued up to three (3) permits for the vehicles listed on the application. Applicant will receive up to two (2) vendor permits with his or her first permit.
- B.** Permits are valid upon issuance and expire at 11:59:59 p.m. on December 31 of each year. Permits must be renewed annually through the submission of an application, at which time eligibility may be reevaluated.
- C.** Lost, destroyed, or stolen permits may be replaced when original applicant signs an affidavit stating that the permit was lost, destroyed, or stolen.
- D.** Permits are provided in two (2) forms:
 - a.** Up to three (3) resident stickers will be issued and must be affixed to the lower left corner of the front windshield of vehicles. For vehicles without a front windshield, resident stickers must be affixed visibly to the vehicle. Each resident sticker is numbered and assigned to one specific vehicle.
 - b.** Up to two (2) vendor hang-tags will be issued and must be suspended from the rearview mirror with the printing visible through the front windshield. Each hang-tag is numbered and applicant will be responsible for providing hang-tags to vendors as appropriate.
- E.** If an applicant purchases or leases a new vehicle, he or she may receive a new resident sticker. Applicant must apply to City for a new resident sticker, remit original resident sticker, verify registered owner information for the new vehicle, and verify insurance for the new vehicle.

V. VISITOR PERMITS

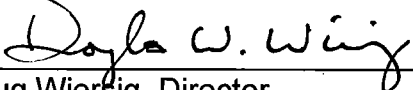
- A.** Permits must be requested through an online system or in person at a location designated by the Director not less than twenty-four (24) hours before the visitor permit is scheduled to be used.
- B.** Upon application, applicant may be issued one (1) or more temporary parking permits for the use of visitors of the residence. All visitor permits are intended to be used temporarily and will be issued to a specific license plate number. The visitor permit will also include the time of issuance and expiration date and time. If obtained online, the visitor permit is emailed to the residence to print after approval. If obtained in person, City will provide applicant a paper copy of visitor permits.
- C.** A visitor parking permit is intended for special events held at a specific address and, unless otherwise approved, are valid for one twenty-four (24) hour period.
- D.** For situations where visitors are staying for longer periods, visitor permits may be issued for up to thirty (30) days at the Director's discretion.

- E. If a resident does not wish to apply for resident stickers and vendor hang-tags, he or she is still eligible to receive visitor permits upon making application to the City. The applicant submitting the first application received for visitor permits only will be entered into the City's system as the responsible party for that residence and will remain in the system until the annual expiration of all permits. No other person may seek visitor permits for a residence until the original applicant is no longer deemed the responsible party.

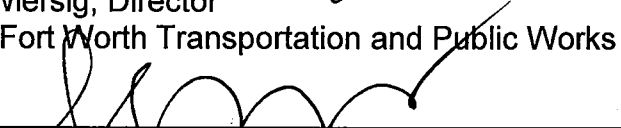
VI. DUTIES AND RESPONSIBILITIES OF PARTICIPANTS

- A. Applicant and permit holders are responsible for the proper use and safekeeping of all permits.
- B. **THE SALE OR DISTRIBUTION OF ANY TYPE OF PERMIT IS PROHIBITED.** If permits are sold or distributed in violation of the ordinance or the intent of the RPP program, issued permits may be revoked or confiscated. City reserves the right to prohibit participation in the RPP program to any person who sells or distributes permits in violation of the ordinance or the intent of the RPP program.
- C. If an applicant is found to have used permits in a manner inconsistent with the letter, intent, or spirit of the RPP program, the applicant will jeopardize his or her residence's eligibility to continue participation in the RPP program.


Adopted and approved: Oct 1, 2018 [Date]




Doug Wiersig, Director
City of Fort Worth Transportation and Public Works Department




Jessica Sangsvang, Senior Assistant City Attorney
City of Fort Worth Attorney's Office



Richard Martinez, Assistant Director
City of Fort Worth Transportation and Public Works Department



Peter Elliott, Parking Manager
City of Fort Worth Transportation and Public Works Department



Gerald Taylor, Ground Transportation Coordinator
City of Fort Worth Transportation and Public Works Department