



Process for Adding, Modifying, or Removing Residential Permit Parking Signage in an Existing District

Residential Permit Parking Districts are administered through a process outlined in the City Code ([Title 5, Chapter 8, Article F](#)). Residents interested in changing existing residential parking permit signage can make the request through a petition signed by occupants of more than 50% of the residential properties of the block (or portion thereof). Please use the petition on the following pages.

After receiving a valid petition, City staff will confirm that the signature requirements have been made and schedule the request for review by the Traffic and Parking Board at a public hearing. The Board will consider the request and make a recommendation to the Director of the Transportation and Environmental Services Department for approval or denial.

Information about the Traffic and Parking Board, including the Board's meeting schedule and agenda can be found at: alexandriava.gov/TrafficParkingBoard.

For more information on Permit Parking Districts, please refer to the Frequently Asked Questions (FAQs) or visit alexandriava.gov/Parking.

Frequently Asked Questions

Can owners of rental property sign the petition?

Only persons residing at the property can sign the petition. If an owner of property included in a petition does not live at the property, he is not eligible to sign the petition. Renters of the property are eligible to sign the petition.

Can multiple occupants sign the petition to meet the 50% requirement?

Yes, but only one signature per residential property will be counted towards the 50% requirement.

What is considered a block?

A block is the portion of a city street between two intersecting streets or, in the case of a dead-end street, such as a cul-de-sac, between the street's end and an intersecting street.

How are corner properties counted?

Corner properties should be included on any petition affecting the property's frontage. A corner property may not be addressed with the subject street, but would still be included in the overall petition since signage would be adjacent to the property.

When does the Traffic and Parking Board meet?

The Board typically meets once a month on the 4th Monday of the month. For more details about the Board's schedule and meeting agendas, please visit www.alexandriava.gov/trafficparkingboard.



Petition for Adding, Modifying, or Removing Residential Permit Parking Signage in an Existing District

Block Contact: _____

Address: _____

Telephone: _____ **Email:** _____

District: _____

Proposed Change (Select one)

☐ Add new signage ☐ Modify existing signage ☐ Remove existing signage

Block (e.g. the 100 block of Main Street):

Current Restrictions (e.g. 2 hours, 8AM-5PM, Monday-Friday):

Proposed Restrictions (Select an option on each line):

☐ Two Hours ☐ Three Hours

☐ 8AM-5PM ☐ 8AM-11PM ☐ 8AM-2AM (next day)

☐ Monday-Friday ☐ Monday-Saturday

☐ No Sunday Restrictions ☐ Sunday 11AM-11PM ☐ Sunday 11AM-2AM (next day)

Submit Completed Petition to:

Mail: Department of Transportation and Environmental Services
Mobility Services Division – Parking Planner
421 King Street, Suite 235
Alexandria, VA 22314

Email: max.devilliers@alexandriava.gov
Phone: (703) 746-4245

We the undersigned residents hereby request that the City change the existing signage on the following blocks within residential permit parking district number ____: _____ (e.g. the 100 block of Main Street, the 200 block of Main Street, and east the 500 block of Side Street). We propose restrictions for the days and times indicated above. We understand that the restrictions will apply non-residents of the district and residents will be required to pay an annual fee for resident parking stickers for each vehicle and that we will also need to obtain guest passes to allow guests to park on the street beyond the posted restrictions.

Resident Name (Printed)	Resident Signature	Address	Email (Optional)	Date

Please note signatures from residents who are not the listed owner of the residence.