



## **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](http://alexandriava.gov/TrafficParkingBoard).

**For more information on Permit Parking Districts, please refer to the Frequently Asked Questions (FAQs) or visit [alexandriava.gov/Parking](http://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 4<sup>th</sup> Monday of the month. For more details about the Board's schedule and meeting agendas, please visit [www.alexandriava.gov/trafficparkingboard](http://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: [megan.olevnik@alexandriava.gov](mailto:megan.olevnik@alexandriava.gov)  
Phone: (703) 746-4034

