



## **Process for Creating or Expanding a Residential Permit Parking District**

Residential Permit Parking Districts are administered through a process outlined in the City Code ([Title 5, Chapter 8, Article F](#)). Residents interested in creating a new or expanding an existing residential permit parking district can make the request through a petition signed by occupants of more than 50% of the residential properties within the proposed area for the district. Please use the petition on the following pages.

Minimum criteria:

- A new district should have a minimum of 400 parking spaces and 75% of the buildings must be used for residential purposes.
- Blocks to be added to an existing district must be abutting the boundary of the district.

After receiving a valid petition, City staff will survey the parking conditions on the proposed blocks to verify that the blocks satisfy BOTH of the following conditions:

- 75% of the available parking spaces are occupied by vehicles, **AND**
- Of those vehicles, at least 25% are owned by non-residents of the proposed district.

If the surveyed parking conditions *do not* meet these thresholds, the block(s) do not qualify for residential permit parking at this time. No further action will be taken.

If the surveyed parking conditions *do* meet these thresholds, the request will be reviewed by the Traffic and Parking Board at a public hearing.

For the designation of new districts, the recommendation from the Traffic and Parking board will then be reviewed by City Council will consider the final decision to designate the block(s) as a parking district at a public hearing.

**For more information on Permit Parking Permit Districts, please refer to the Frequently Asked Questions (FAQs) or contact staff at (703)746-4034.**

## 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 Creating or Expanding a Residential Permit Parking District

Neighborhood Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Blocks for Inclusion in the New/Expanded District:

Street Name	Block Number	Block Face (Odd/Even)

### Proposed Restrictions (Circle 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

We the undersigned residents hereby request that the City create a new/expand the existing residential permit parking district on the blocks listed above. We understand that if a district is created/expanded to include our blocks and signs are posted to restrict parking for non-residents of the district, 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.

\_\_\_\_\_ block of \_\_\_\_\_  
(block #, e.g. 100) (street name)

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

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