



## ON-STREET PARKING MODIFICATION REQUEST FORM

Please fill out this application and return to [megan.oleynik@alexandriava.gov](mailto:megan.oleynik@alexandriava.gov) or mail to Megan Oleynik, Mobility Services, 421 King Street, Suite 235, Alexandria, VA 22314

### Type of On-Street Parking Modification Requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Loading Zone Removal                 | <input type="checkbox"/> Loading Zone Addition   |
| <input type="checkbox"/> Parking Removal                      | <input type="checkbox"/> No Parking Sign Removal |
| <input type="checkbox"/> Parking Restriction Change (Non-RPP) |  |

Proposed restrictions \_\_\_\_\_

**Location:** \_\_\_\_\_

*(Map or figure may be provided as an attachment)*

**Reason for the Request** *(What are you trying to solve/address?):*

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**Approximate number of spaces affected (assume 20 feet per space):** \_\_\_\_\_

### Project Champion (Point of Contact) Information:

Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

**Best Way to Contact:**

Email

Phone

**Best Time of Day to Contact:**

Morning

Afternoon



We the undersigned hereby support or oppose (as indicated) the parking modification request detailed on **Page 1** of this application.

*(Petition should include a signature from a property owner, occupant, or manager for all properties adjacent to the proposed on-street parking modification. Additional signatures may be gathered to show support.)*

<b>Name (printed)</b>	<b>Support or Oppose Request</b>	<b>Signature/Date</b>	<b>Address</b>	<b>Property Affiliation</b> (owner, occupant, manger, etc.)	<b>Email</b>



## **ON-STREET PARKING MODIFICATION REQUEST PROCESS**

### **Process:**

1. Complete and submit application with signatures to Mobility Services Division.
2. City staff review signatures and the conditions in the affected area and will approve or deny the application. City staff notify Project Champion of approval or denial and reason for decision.
3. If staff approve the application, the request will be docketed for a Public Hearing before the Traffic and Parking Board. Notification of hearing on the proposed changes will be posted in the affected area. The Project Champion is expected to attend the Traffic and Parking Board Public Hearing and provide testimony.
4. With the Traffic and Parking Board's approval, city staff will communicate to nearby communities of pending parking changes.
5. Once nearby communities have had adequate notice, the parking modifications will be implemented by city staff.