



ON-STREET PARKING MODIFICATION REQUEST FORM

Please fill out this application and return to 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:

- Loading Zone Removal
- Loading Zone Addition
- Parking Removal
- No Parking Sign Removal
- 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?):*

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.)

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



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.