



CITY OF RIPON

RESIDENTIAL PARKING PERMIT PROGRAM POLICY

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**INC.
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RESIDENTIAL PARKING PERMIT PROGRAM POLICY

PROGRAM OVERVIEW

The City of Ripon, along with many other cities, faces the on-going challenge of providing adequate on-street parking for both residents and visitors. Some residential areas are subject to a shortage of on-street parking spaces caused mainly by all-day or extended, on-street parking by non-residential visitors who access regional recreational areas, public educational campuses, and other public venues. Similar to the practice in other cities, the City of Ripon established a Residential Permit Parking Program in 2016 in an effort to alleviate this problem.

Residential Permit Parking is appropriate in those areas impacted by non-residential parking and where off-street parking is not adequate.

The Ripon City Code that outlines the Residential Parking Permit Program is found in Chapter 10.58 of the Ripon Municipal Code.

PROGRAM INFORMATION

To learn more about the terms of use or which residential permit is required for your parking needs, please select from the categories below.

- Residential Permit Types
- Apply for a Permit
- Permit Regulations and Violations
- Special Permit Requirements
- Petition for a Residential Permit Area
- Residential Permit Brochure
- Frequently Asked Questions

CUSTOMER SERVICE OFFICE

Applications for areas to be designated and annexed as a Residential Parking Permit Area are available in the Ripon Police Department lobby and on-line at www.riponpd.org. Upon approval of applicants will be charged \$20 per household. The applicant will receive up to (5) vehicle permits.

Pick up of residential parking permits will be available through appointments with the Parking Manager. All required documentation must be submitted in order to receive a permit during your visit. Replacement permits are \$5 per permit. Requests to receive permits by mail must be made within a reasonable time before current permit expires. Questions may be directed to (209) 599-2102.

RESIDENTIAL PERMIT TYPES

Residential Permits are included with the accepted application. Upon approval of the application and issuance of up to (5) vehicle permits the applicant will be charged \$20. Replacement permits are \$5 each. Permit expiration is based on the permit area.

Permit holders and drivers parked in Residential Permit Parking Program (RPPP) areas are subject to posted parking regulations and Ripon Municipal Code chapter 10.58.

Ripon Municipal Code for Residential Permit Parking Program:

- **Vehicle Permit:** Placard that must be displayed by being hung behind the center rearview mirror as to be visible and read from the outside of the vehicle. May be used by guests or residents of permit address.
- **Visitor Permit:** Placard that must be displayed by being hung behind the center rearview mirror as to be visible and read from the outside of the vehicle. May be used by guests or residents of permit address.
- **Temporary Permit:** Placard that must be displayed by being hung behind the center rearview mirror as to be visible and read from the outside of the vehicle. Use depends on resident's need for permit.

Drivers who display valid Disabled Parking Placards are exempt from Residential Permit Parking regulations and do not need a Residential Permit.

Business Owners only qualify for Vehicle Permits.

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APPLY FOR A RESIDENTIAL PERMIT

Use the chart and definitions below to determine the Residential Permit type that you may qualify for. Instructions on how to apply for each permit type is listed on the application.

DMV Registration: A valid DMV registration reflecting resident's name and the address where the residential permit will be registered to. Local post office box is acceptable only with proper proof of permit address reflected on registration.

Proof of Residency: Current (last 45 days) utility bill, phone bill, television cable/satellite bill, bank statement or insurance declaration page. Local post office box is acceptable with proper proof of address reflected on the bill or statement.

**Chart below reflects eligibility in general. Each application is still subject to review for correct documentation and limits to the number of permits per household.*

Documentation you have...	Permit Type*		
	VEHICLE	VISITOR	TEMPORARY
Valid DMV Registration and Proof of Residency	■	■	
Valid DMV only. No Proof of Residency			■
Proof of Residency only. No DMV Registration		■	■
Military Personnel with Proof of Residency	■	■	
Property Owners with Current Property Tax Statement		■	
Business Owners with DMV Registration and Proof of Residency for business address	■		
Proof of Residency only. Accommodating Short-Term Visitors (Guests, Contractors, etc.)			■
Proof of Residency with new vehicle. Waiting for DMV Registration		■	■
New Resident. No DMV Registration or Proof of Residency			■

Special Permit Needs	VEHICLE	VISITOR	TEMPORARY	
Leased or Company Vehicles	-			Company Vehicle Form Required
Student (college or university) with Proof of Residency only. No DMV Registration.			-	Subject to Student Temporary Permit Requirements
Home Health Care Providers			-	Please call 209-599-2102
Home Improvement			-	Subject to Temporary Permit Requirements

PERMIT REGULATIONS AND VIOLATIONS

Regulations

- OUTSTANDING PARKING CITATIONS

All outstanding parking citations must be cleared before any residential permits are issued. A temporary permit will be issued until the citations are cleared.

- DO NOT PARK MORE THAN 3 CITY BLOCKS FROM THE PERMIT ADDRESS

Vehicles with permits may not park more than three (3) city blocks from the address where the permit is registered, regardless if the vehicle is still parked within the same permit area. For example, if Area Z consists of 5 city blocks, permit holders still need to stay within 3 blocks from the registered permit address in Area Z.

In addition, if you are parked within (3) city blocks from the registered permit address but on a street which is not part of the Residential Permit Parking zone, you must abide by the posted regulations to avoid a citation.

- AREAS WITH POSTED STREET CLEANING REGULATIONS

All parking is prohibited on the days and hours posted for street cleaning. Residential permit holders are not exempt from posted street cleaning regulations and must abide by these regulations. Citations will be issued for permit vehicles parked during street cleaning times and dates. Street cleaning applies only to the side of the street where the regulation is posted.

- ENFORCEMENT HOURS

Most permit parking areas are enforced 8:00 AM to 6:00PM Monday through Saturday. Check the parking signs for enforcement hours in your neighborhood.

- RENEWAL OF PERMITS

It is the resident's responsibility to renew prior to the expiration date indicated on the permit(s) or on the Renewal Schedule. There is a ten (10) day grace period after the expiration of each renewal period. The process to renew a permit is the same as applying for a new permit.

- **DISABLED PLACARDS AND DISABLED LICENSE PLATES**

Vehicles with valid Disabled Placards or Disabled Person license plates are exempt from Residential Permit requirements and do not need to display a residential permit.

- **72-HOUR PARKING CODE ORDINANCE**

Vehicles are not allowed to park on the street, in the same location, for more than 72 hours per City of Ripon Municipal Code 10.40.060. Vehicles with Disabled Placards or Disabled Person license plates are also required to abide by this code.

- **NON-MOTORIZED VEHICLES (i.e. trailers, campers)**

Non-motorized vehicles are not eligible for parking permits unless the non-motorized vehicle is attached or hitched to a motorized vehicle displaying a valid permit.

Recreational Vehicles may be parked in front of the residence of the registered owner. A home owner's guest may also park in front of the residence by obtaining a permit. In both instances, the Recreational Vehicle owner must comply with Chapter 10.56.060 of the Ripon Municipal Code.

- **MOVING TO ANOTHER ADDRESS WITHIN THE SAME PERMIT AREA**

Residents are responsible for notifying Parking Services of any new address change and provide proof of the new residence. This includes moves to a new apartment within the same complex. Failure to notify of a change may result in revocation of the permit without warning.

Violations

All permits are the property of the City of Ripon and are non-transferable. Pursuant to the City of Ripon Municipal Code 10.58, the following are violations which may result in revocation of the permit and/or payment of fines:

- Parking more than 3 city blocks from the permit address (Residential, Visitor or Temporary)
- Use of a permit to park near one's place of education or Employment
- Falsely furnishing information or falsely representing oneself as being eligible for a parking permit
- Allowing someone to use the permit for commuter purposes
- Selling, transferring, exchanging or producing copies or replicas of a permit.

Residents who are subject to revocation of a permit will not be eligible to reapply for another permit until the next renewal period for their permit area.

To report permit misuse, call the Police Department at 209-599-2102.

REQUIREMENT FOR SPECIAL PERMIT NEEDS

Permit Type	Description and Required Documents	Limit	Special Requirements
STUDENT TEMPORARY	<p>Available to residents who are students currently enrolled in a local college or university and who may not have DMV registered to their residence.</p> <p>Students must apply in-person at the Revenue Division and must have all required documentation ready upon application.</p> <ul style="list-style-type: none"> • Student ID • Current Semester or Quarter Course • DMV Registration • Proof of Residency (i.e. SMUD, PG&E, bank statement) • Temporary Permit Application 	One per student	Must be renewed on a semester basis
HOME HEALTH CARE	<p>Residents who require a health care provider to visit their residence may be eligible to obtain a Home Health Care Permit. These permits and their expiration dates are determined on a case-by-case basis.</p> <p>These permits are placards which are not license-plate specific. The permit must be displayed on the inside of the vehicle on the driver's side of the dashboard. The VIN number of the vehicle must still be visible when placing the placard on the dashboard.</p> <p>For a list of required documentation, please call.</p> <ul style="list-style-type: none"> • Current DMV registration • Proof of Residency: Current utility bill (last 45 days) reflecting business name and address where the permit will be registered to. • Declaration of possession of a leased or company-owned vehicle either on company letterhead or on a completed Company Vehicle Verification Form. 	Case-by-case basis	To apply please call 916-808-5117
LEASED OR COMPANY VEHICLES	<p>Residents having home improvement or maintenance work done at a Residential Permit location may request a Home Improvement Parking Permit for contractor vehicles.</p> <p>These permits are free of charge and are issued on a case-by-case basis. The resident or the contractor performing the work may apply for the permit. Permit expiration is based on the duration of the project.</p> <p>These permits are placards that must be displayed in the inside of the contractor's vehicle on the driver's side dashboard in a manner that does not obstruct view of the VIN. Permits are not transferable between contractors from different companies.</p>	Vehicle Permit	Vehicle Permit
HOME IMPROVEMENT			

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Permit Type	Description and Required Documents	Limit	Special Requirements
	<ul style="list-style-type: none"> • Proof of Improvement: A copy of the contract or scope of work to be performed must be presented upon permit application and must include the address where work will be performed, the expected dates of the project and the company name of the contractor performing work. • Temporary Permit Application 		

FREQUENTLY ASKED QUESTIONS

- How far may I park from my residence with a Vehicle, Visitor or Temporary Parking permit?

Pursuant to Ripon Municipal Code 10.48.150 permit holders may not park more than 3 city blocks from the permit address.

- May I submit copies of the documentation instead of originals?

Copies of documentation are accepted. For documentation showing proof of residency, please submit all pages of the utility bill.

- I don't have the utilities under my name at the address. What other proof of residency may I submit?

Other acceptable proof of residency include copies of a current bank statement (account number and balances may be redacted), current phone bill (landline or cell phone), current cable bill or insurance declaration page. Property owners may submit a current property tax statement that reflects the same name and address as the current DMV registration. Statements sent to local post office boxes are acceptable only if the proper proof of address is reflected on the statement or bill.

Documentation submitted will be returned back to the applicant as no copies are kept on file at our office.

- What constitutes a Temporary Permit. When will I receive my Vehicle or Visitor Permit?

Once you are able to secure the proper documentation required for a Vehicle or Visitor Permit, you must visit the Police Department with those documents to receive the permit. If you wish to mail the documents in, please include the application for a Vehicle or Visitor Permit and be aware that it may take up to three weeks to receive a permit in the mail. However, if you visit the Police Department, you will get the permit immediately. It is the resident's responsibility to allow sufficient time prior to the expiration of the Temporary Permit, please visit the Police Department with documentation required for a Temporary Permit to request the extension. Please note that all requests are reviewed on a case-by-case basis.

- What is the replacement fee for a lost or stolen permit?

Replacement fees for a lost or stolen permits are \$5 per permit.

- How do I know if I live in a Residential Permit Area (preferred parking area)?

Residential Permit areas are designated by posted signs (typically time zone signs) which have the additional wording, "Except with ___ Permit" posted near the bottom of the sign. Permit areas are designated by letters (example: D Permit, F Permit, C Permit).

- If my visitors do not have a permit, how long may they park on the street?

Vehicles without a permit may park on a street within a permit area up to the time limit posted for that street.

- How do I renew my permit?

Depending on the type of permit you need to renew, you will need to submit all the required documentation either by mail, fax, or in-person to the police department. The process to renew is the same as the process to sign up for a new permit. Instructions are on the application.

- How do I know when it is time to renew my permit?

The expiration month and year for your area are indicated on the face of the permit or you can check the renewal schedule. It is the resident's responsibility to renew the permit before the expiration date.

Residents may choose to visit the police department to obtain the renewal permit. Renewal permits are not available for pick up or mailing until after the first day of the expiration month. For example if the permit expires March 31, the renewal permit will be available for mailing or pick-up after March 1st.

- Is there a grace period from the date when my permit expires?

A grace period is the time from when the permit expires to when Parking Enforcement begins citing vehicles. There is a 10 calendar day grace period after each vehicle permit expiration date.

- How long will it take for me to receive a permit if I request by mail or fax?

Mailed or faxed permit requests may take up to three business weeks to process. If mailing a renewal, permits will not be mailed until after the 1st day of the expiration month, regardless of when the renewal was mailed in. Permits are processed in the order received. If you wish to check on the status of your renewal, please call 209-599-2102.

- How do I report permit abuse (i.e. commuter parking) in my area?

If you believe that a vehicle is falsely using a permit to park in a permit area to be near a workplace or educational institution, please call the police department at 209-599-2102 to report permit abuse.

Please note the time the vehicle is parked and/or leaves each day upon reporting abuse.

- How do I properly display my Residential Parking Permit?

- Vehicle Permit: Placard that must be displayed by being hung behind the center rearview mirror as to be visible and read from the outside of the vehicle.
- Placard that must be displayed by being hung behind the center rearview mirror as to be visible and read from the outside of the vehicle.
- Placard that must be displayed by being hung behind the center rearview mirror as to be visible and read from the outside of the vehicle. Use depends on resident's need for permit.

PETITIONS FOR RESIDENTIAL PERMIT PARKING PROGRAMS

To request changes or inquire about the current Residential Permit Parking Program (RPPP) in your neighborhood, please email RPPP@cityofripon.org or call 209-599-2102 to request an Informational Packet be mailed or emailed to you.

Email or phone requests require your full name and the complete mailing address or valid email address where you wish the packet to be sent. Requests with incomplete contact information cannot be processed.

You may also mail your requests to:

Ripon Police Department
Parking Permit Program
259 N. Wilma Ave.
Ripon, CA 95366