

City of Emeryville

Parking Permit Program Guidelines

1. **Location:** Except as provided below, Parking Permit Program areas may be established on predominantly residential streets. Under this program, preferential parking would be established on certain street areas. To establish a parking permit program, residents must opt in, subject to the following restrictions:
 - a. Street must be predominantly residential, as determined by the City Manager or his designee.
 - b. Parking occupancy in the general area must be at least 75% during peak parking hours.
 - c. A petition form, provided by the City, must be signed by 66% or more of eligible households and businesses in live-work buildings, and submitted to the office of the City Manager. Odd- and even-numbered sides of each block must file separate petitions.
 - d. The City Manager or his designee will conduct a survey to determine if the street section meets the program guidelines. The petition and survey are subject to the review of the City Engineer, City Manager, Traffic Committee, and approval by City Council.
 - e. After approval of the petition by City Council, preferential parking will start within three months.
 - f. With the exception of live-work buildings, street sections fronting non-residential uses will not be subject to preferential parking, unless such street sections are designated for permit parking by the City Council.
 - g. If the number of requests for permits drops below 50% of eligible units, the City will consider terminating the program on the participating street.
 - h. Notwithstanding the above provisions, the City Council may, on its own initiative, establish a permit parking area on any street. Parking spaces in permit areas on nonresidential streets shall be available only to qualified permit holders from other permit parking areas on residential streets.
2. **Qualified Persons:** Residents and businesses in live-work buildings may purchase permits that allow unrestricted parking. The following documents are required:
 - a. Residents
 - i. Residency. A valid California Driver's License with an address on a preferential parking street, or a valid driver's license and either a canceled check or utility bill with an address on a preferential parking street.
 - ii. Vehicle. A valid vehicle registration document, lease document, or rental/assignment agreement, with an address on a preferential parking street.
 - b. Business Owners in Live-Work Buildings
 - i. Units with a residential permit will not be issued a business permit.
 - ii. Buildings must be designated as live-work buildings by the Planning & Building Department.
 - iii. Emeryville Business License with an address on a preferential parking street.
 - iv. Vehicle. Valid registration document, lease document, or rental/assignment agreement with the business license.
3. **Obtaining an Annual Permit:**
 - a. Annual permit fee-\$60.
 - b. A maximum of three annual permits will be issued per residential address.
 - c. A maximum of one permit per business license.
 - d. New permits are acquired in person. Renewals may be done by mail or in person.
 - e. Annual permits must be permanently affixed to the left inside rear window. Permits that are not permanently affixed (i.e. rear windshield) are invalid and subject to citation.
 - f. Annual permits are not transferable.
 - g. Permit Year: September 1 to August 31.
 - h. Low-income discount: Households having an income less than the limit set by the U.S. Department of Housing and Urban Development for a two-person, very low income household in Alameda County (\$49,600 for 2019) will receive a 50% discount. Prior year tax return is required as proof of income.
 - i. Permits damaged may be replaced at no cost after presenting proof of the damaged permit.
4. **Visitor's Permits:** Persons qualified for annual permits may also obtain a 52-week visitor's permit.
 - a. The visitor's permit is placed on the rear view mirror.
 - b. Proof of qualification similar to Section 2.
 - c. 52-week visitor's permits: One per year per household or business in live-work building at \$155 each. These are transferable and hung on the rear-view mirror.
 - d. Lost visitor's permits cannot be replaced.
5. **Enforcement:**
 - a. Operating hours: The restricted hours are 8:00am to 5:00pm, Monday to Friday.
 - b. The permits allow unrestricted parking. Permits do not apply in colored curbs.
 - c. Persons falsifying application documents, counterfeiting parking permits, or selling permits are in violation of the Penal Code, and will be subject to investigation by the Police Department. Violators' permits may be confiscated and issuance of permits to the violator may be suspended for a 1 year period. Continual violators' permit parking privileges may be suspended indefinitely.
6. **Contractor's Permits:** Contractors with valid building permits working in a preferential parking street may obtain, at no cost, a contractors parking permit. Time limits are established by the Building Department.
7. **Educator's Parking:** At school sites affected by a permit parking area, an area will be designated for Emery Unified School District parking.
8. **Miscellaneous Provisions:**
 - a. Surrendered permits: For each annual permit that a household removes from a vehicle and returns to the City, a new annual permit may be purchased.
 - b. Temporary permits may be obtained for vehicles that are awaiting DMV registration.
 - c. Appeals on the application of these regulations may be made by submitting a letter stating the situation and reason for the appeal. At the City's sole discretion, the appellant may be provided with a temporary permit with the matter is being resolved.
 - d. No refunds for permanent or visitor's permits.