



City of Burbank  
Public Works Department  
150 N. Third Street  
(818) 238-3915

## PERMIT PARKING ON RESIDENTIAL STREETS

### APPLICATION & PETITION to AMEND AN EXISTING ZONE BMC 6-1-1003

#### Petition Procedure

1. The *Permit Parking Application/Petition Procedure and Criteria* listed on these pages must be circulated along with the petition to at least 80% of the total residential dwelling units within the proposed zone.
2. The petition must demonstrate via signatures that at least 2/3 of the total residential dwelling units within the proposed zone support the petition (only one adult signature per household).
  - Resident vehicle information must be provided (make, model, license plate number)
  - If a resident opposes the proposal to restrict parking, he or she may sign the petition and write “**Opposed**” after the address line.
3. The petition sponsor must sign the perjury statement on each page of the petition before submitting it to the Public Works Department.
4. Petition signatures are verified to determine that minimum contact and support requirements have been met.
  - Petitions failing to meet the minimum contact and/or support requirements will be returned to the petition sponsor for additional signatures as necessary.
  - Petitions that fail to provide vehicle information from 80% of the total residential dwelling units in the proposed zone are deemed invalid.

#### Zone Criteria

1. The proposed zone must represent no less than a full, century-numbered portion of adjacent residential dwelling units fronting the same street block (e.g., 100-199, 200-299, etc.).
2. The need for parking restrictions must be Monday-Friday, 8AM–6PM, unless the need for another time frame can be established.
  - Alternate time frame proposed: \_\_\_\_\_.
  - Please provide an additional sheet or sheets of paper with justification for need of extended hours (description, land use issues, photos, etc.).

## **Field Study Criteria**

1. **Permit-Only parking**: Field study data collected demonstrate that, on average, at least 75% of the available parking is occupied at regular and significant intervals by non-resident vehicles during the proposed time frame for the new zone. Installation of a Permit-Only zone is subject to approval after a Public Hearing before the Traffic Commission.
2. **2-Hour parking**: Field study data collected demonstrate that, on average, at least 50% or greater but less than 75% of the available parking is occupied at regular and significant intervals by non-resident vehicles during the proposed time frame for the new zone.
3. **1-Hour parking**: An existing 2-Hour zone is in place and field study data collected demonstrate that, on average, at least 50% or greater but less than 75% of the available parking is occupied at regular and significant intervals by non-resident vehicles during the proposed time frame for the zone.

## **Approval Process**

1. If field studies determine that the proposed zone meets the Municipal Code criteria for the installation of a **Permit-Only zone**, the matter is set for a Public Hearing before the Traffic Commission. The Commission's findings and recommendation are considered by the Public Works Director for a decision.
2. **If the number of dwelling units within a proposed zone is less than the number of available parking spaces on the street**, and field studies determine that the Municipal Code criteria are met, the Public Works Director is authorized to establish 2-Hour or 1-Hour parking restrictions on the street.
3. **If the number of dwelling units within a proposed zone exceed the number of available parking spaces on the street** and field studies determine that the Municipal Code criteria are met, approval for any type of restriction (2-hour, 1-hour, Permit-Only) requires a Public Hearing before the Traffic Commission. The Commission's findings and recommendation are considered by the Public Works Director for a decision.

## **Appeal Process**

Any person dissatisfied with the decision of the Public Works Director pursuant to BMC 6-1-1003, may appeal such decision to the Permit Appeals Panel pursuant to the procedure set forth in Title 2, Chapter 1, Article 15 of the Burbank Municipal Code.

## **Petition Sponsor**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

## **Alternate Contact**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

We, the **undersigned residents**, hereby petition the City of Burbank to amend the existing \_\_\_\_\_ permit parking zone on the \_\_\_\_\_ block of \_\_\_\_\_ and attest that:

- ✓ **Each undersigned person is at least 18 years old and resides in the proposed zone.  
(Only one signature per household)**
- ✓ **Permit Parking Application Procedures & Criteria were reviewed at the time the petition was presented for signature.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

<b>Vehicle</b>	<b>Make</b>	<b>Model</b>	<b>License Plate #</b>
Vehicle 1			
Vehicle 2			
Vehicle 3			
Vehicle 4			
Vehicle 5			

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

<b>Vehicle</b>	<b>Make</b>	<b>Model</b>	<b>License Plate #</b>
Vehicle 1			
Vehicle 2			
Vehicle 3			
Vehicle 4			
Vehicle 5			

I declare under penalty of perjury, pursuant to the laws of the State of California, that the foregoing is true and correct.

\_\_\_\_\_ Executed on \_\_\_\_\_ in Burbank, California  
Sponsor Signature Date