



## Residential Parking Permit Zone Protocol Sheet (Obtaining a Residential Parking Permit)

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### Location

City of Loma Linda Civic Center  
Public Safety Department  
25541 Barton Rd., Loma Linda, CA 92354

Open 7:00 a.m. to 5:30 p.m. – Closed on Fridays  
Parking Enforcement Division – 909-799-2850

### Purpose

To provide reasonable and convenient parking for the benefit of the residents to encourage non- resident vehicles to park in designated off-street parking facilities.

### Policy and Procedures

1. **VALIDITY:**

All permits will be restricted:

- a. To appropriate zones within a 2-block radius of applicant's residence.
- b. To registered vehicle(s) as listed on permit application.
- c. Eligibility to receive a parking permit is to be based upon proof of residence and upon proof that requesting person and/or the registered owner of the subject vehicle has paid in full any outstanding parking violations.

2. **PERMIT-QUANTITY**

At no cost to qualified applicant, one permit per registered vehicle(s), with matching name as appears on registration slip and acceptable proof of residence.

3. **PROOF OF RESIDENCE**

Valid proof of residence documentation within the Residential Parking Permit Zone must be provided at the time of application.

Documentation accepted as proof of residence may be satisfied by any **TWO** (2) of the following:

- a. Picture ID with address matching permit address.
- b. Vehicle registration with matching permit address (See No. 4).
- c. Original rental agreement naming applicant residing at the permit address (copies not accepted). Applicant's name must appear on original rental agreement.
- d. Copy of utility bill for service (dated 30 days or less) by the listed tenant(s) at the permit address (i.e., Gas, Electric, Water/Sewer, Telephone), Cable Company invoices will not be accepted
- e. Homeowner, a Tax Assessor's notice or Deed of Trust.
- f. Provide proof of current student enrollment.



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### 4. PROOF OF VEHICLE REGISTRATION

Bring in a **current** DMV registration slip for each vehicle which is registered to the person(s) residing within the Residential Parking Permit Zone. The address of the DMV registration form must match the street address for which a permit is being applied for. **THIS PERMIT MUST BE DISPLAYED on the left rear bumper or from the rear view mirror on the issued plastic hanger.**

### 5. GUEST PERMITS

A single permit (designated guest) may be issued (within established protocols) upon request of the applicant. This is intended to be used by occasional visitors and must be displayed immediately upon their arrival. Guest permits **MUST** be hung from the rear view mirror and will only be valid in the appropriate zone (2 block radius) of the applicant's address. Loaning out of any permit for other than visitor to your residence will be cause to invalidate **ALL** permits issued to your address.

### 6. SPECIAL OCCASION/CIRCUMSTANCE

Administrative policy allows (with **PRIOR** arrangements) for permit privileges for large parties, family reunions, long term house guests, etc. for situations which require additional permit privileges. Each situation will be evaluated when a request is received.

### 7. RENEWAL/REPLACEMENT PERMITS

- a. New tenants must make application for **NEW** Permits. All previous permits issued at a given address will be invalidated and tracked by computer.
- b. Lost permits may be replaced at a cost of \$5/each. Documentation shall be required and provided as for new permits.

### 8. CHANGE OF OWNERSHIP/RESIDENT

Permits are only to be used as long as the applicant resides in a dwelling unit qualified for such permit. Upon change of residence, applicant is required to return (in person or by mail), the permit to the City of Loma Linda unless affixed to the bumper of vehicle. The permit is and remains the property of the City of Loma Linda.

**\* PERMITS EXPIRE DECEMBER 31 EVERY YEAR. Residents have the month of January to renew or obtain permits with valid proof of residence.**

**Please note as of February 1 all residents who do not comply will be cited.**