



## City of Burbank

# PERMIT ONLY PARKING APPLICATION

### Procedure

1. The *Permit Parking Application Criteria & Procedure* listed on this page must be circulated along with the petition to at least 80% of the total residential dwelling units of 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).
  - If a resident opposes the petition, write “**Opposed**” in the signature space next to the address.
  - If, after at least two separate attempts no contact has been made, write “**No Contact**” in the signature space next to the address, noting the days and times contact was attempted.
3. The petition sponsor must sign the perjury statement on each page of the petition before submitting it to the Public Works Department.

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### Criteria

1. The petition must demonstrate that the minimum contact and support requirements have been met.
2. The proposed zone must represent no less than a full, century-numbered portion (e.g., 100-199, 200-299, etc.) of adjacent residential dwelling units fronting the same street block (e.g., 100-199, 200-299, etc.)
3. The need for parking restrictions must be Monday - Friday, 8AM – 6PM.
4. Field study data collected must demonstrate that, on average, at least 75% of the available parking is occupied at regular and significant intervals by non-resident vehicles during peak demand (Monday-Friday, 8AM-6PM).

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### Process

1. Petition signatures will be verified to determine that minimum contact and support requirements have been met.
  - Petitions failing to meet the minimum contact and/or support requirements are not eligible for consideration and will be returned to the petition sponsor for additional signatures as necessary.
2. Resident vehicle information must be provided.
3. Field studies to determine parking impact typically require a minimum of one month, but may take longer. Residents will be notified of the determination based on the field study results.
4. Area residents and adjacent businesses will receive formal notice of the date and time of the public hearing required for the establishment of Permit Only parking restrictions on eligible street blocks.

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### Petition Sponsor

**Petition Sponsor Address** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

**Alternate Contact Address** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

We, the undersigned residents, hereby petition the City of Burbank to establish a "2-HOUR Parking Except By Permit" 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: \_\_\_\_\_

Vehicle	Make	Model	License Plate #
Vehicle 1			
Vehicle 2			
Vehicle 3			
Vehicle 4			
Vehicle 5			

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

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

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

Vehicle	Make	Model	License Plate #
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