

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER
A07-014

POLICY TITLE <i>Administration of Residential Parking Permits</i>	ADOPTED BY: <i>City Manager</i>	EFFECTIVE DATE <i>April 20, 1998</i>
		UPDATED TO <i>May 28, 2012</i>
ORIGIN/AUTHORITY <i>General Manager, Infrastructure Services - Revised by Clause 12, Planning and Operations Committee Report 9-2012</i>	CITY FILE NO. <i>CK. 6120-4</i>	PAGE NUMBER <i>1 of 10</i>

1. PURPOSE

To outline the administrative procedures required of a Residential Parking Permit Program and a Limited Residential Parking Permit Program.

2. DEFINITIONS

- 2.1 Residential Parking Permit Program – is a program which allows residents to park on a street for a period longer than that allowed by a posted parking restriction.
- 2.2 Residential Parking Permit- is a decal/tag displayed in a vehicle which indicates that the vehicle is part of a Residential Parking Permit Program.
- 2.3 Resident – a person who occupies a single or multi housing unit and produces proof of that occupancy.
- 2.4 Residential Parking Permit Zone – is the area in which a Residential Parking Permit Program is implemented.
- 2.5 Limited Residential Parking Permit Program – is a program similar to the traditional Residential Parking Permit Program with exceptions to the existing criteria.
- 2.6 Visitor – a person who is not a resident.
- 2.7 Visitor Parking Permit- is a removable decal/tag which allows a visitor of a resident to park their vehicle on the block where the single or multi housing unit they are visiting is located. A vehicle displaying a visitor parking permit is part of a Residential Parking Permit Program.

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- 2.8 Temporary Parking Permit – is a temporary decal/tag which indicates that a vehicle is part of a Residential Parking Permit Program for a designated period of time as indicated on the temporary parking permit.
- 2.9 Single Housing Unit – a separate building designed and occupied exclusively as one dwelling unit.
- 2.10 Multi Housing Unit – a separate building designed and occupied exclusively as two, three or four separate dwelling units.
- 2.11 Apartment Building – a building designed and occupied with five or more separate dwelling units.
- 2.12 High Parking Generator – are events, businesses, institutions, etc., which generate large amounts of transient on-street parking.
- 2.13 Student – a person attending any academic/post secondary institution within the boundaries of the City of Saskatoon.
- 2.14 Vehicle – a passenger car or truck weighing less than 8000 kilograms and shorter than 6 metres.
- 2.15 Institutional Property – publicly owned medical, secondary or post secondary educational facility.

3. POLICY

3.1 General

The administrative procedures of a Residential Parking Permit Program will outline the specific details of such a program. These administrative procedures will provide guidance of the rules and steps to be taken to implement and maintain a Residential Parking Permit Program.

A Residential Parking Permit Program will provide an effective and long-term solution to the problems associated with transient on-street parking occurring in residential neighbourhoods close to high parking generators.

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A Limited Residential Parking Permit Program will provide an effective solution to the problems associated with transient on-street parking occurring in residential neighbourhoods within 150 metres of an institutional property.

3.2 Permit Fees

The Residential Parking Permit Program is a cost/revenue neutral program that the City of Saskatoon offers residents of neighbourhoods close to high parking generators. The annual cost of a residential parking permit or a limited residential parking permit will be \$25 or \$15 respectively, plus applicable taxes.

The annual fee for a visitor parking permit is \$5, plus applicable taxes, if a resident purchases a residential parking permit. If a resident did not purchase a residential parking permit, then the annual fee for a visitor parking permit is \$25, plus applicable taxes.

The fee for a temporary parking permit is \$1 per day plus applicable taxes.

3.3 Proof of Residency/Vehicle Ownership

Residents are required to provide a minimum of two pieces of documentation which proves that they live in a single or multi housing unit within the Residential Parking Permit zone. Residents are also required to provide a minimum of one piece of documentation which proves that they own or operate a motor vehicle that is parked at their place of residence.

All applicants must produce a valid Saskatchewan vehicle registration card/form for each vehicle registered to the residential parking permit address. This is sufficient to prove vehicle ownership, however additional documentation is required to confirm the resident's address. The following is a list of acceptable pieces of documentation to show proof of residency:

- Valid drivers license that shows the address;
- Current months phone, utility, or cable TV bill;
- Current property tax receipt;
- Current months bank or credit card statement;
- Tenancy agreement;
- Valid vehicle insurance card/form;

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- Change of address registered with the post office.

In instances where the resident is not the registered owner of the vehicle, but is the principal operator, the person must sign an affidavit declaring possession of that vehicle. Persons driving corporate vehicles must provide proof of employment with the corporation or ownership of the corporation. An employment contract, a letter on corporate letterhead signed by an official of the company, shareholder agreement, business card, etc. are all acceptable forms of documentation.

Students with out of province license plates must produce a valid out of province vehicle registration card/form, a current student registration form or student card, and two pieces of the above mentioned documentation which shows proof of residency. Students with out of province license plates are the only people not required to provide a valid Saskatchewan vehicle registration card/form.

All forms of documentation are subject to verification by the Parking Services Group.

3.4 Number of Parking Permits Available for Sale

One residential parking permit will be available for sale per resident with a vehicle. A resident can not purchase more than one residential parking permit. Permits will only be sold to residents of single or multi housing units. Permits will not be sold to residents of apartment buildings who have adequate off-street parking as outlined in Bylaw 7862. All housing units must be legal according to the City's records. Occupants in housing units not listed on the City's records will not be sold permits. Permits are not available to anyone residing outside of the Residential Parking Permit Zone.

A maximum of two permits will be available for all commercial businesses that fall within a Residential Parking Permit Zone, one of which may be a visitor permit.

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3.5 Visitor Parking Permits

For the Residential Parking Permit Program, one visitor parking permit will be available for sale per single housing unit or for each unit in a multi housing unit within the Residential Parking Permit zone. The visitor parking permit will be issued on an annual basis at the same time the Residential Parking Permit is sold.

The annual fee for a visitor parking permit will be \$5 plus applicable taxes for a single housing unit or for each unit in a multi housing unit if a resident in one of those housing units purchases a Residential Parking Permit. If none of the residents of a single housing unit or a unit in a multi housing unit purchase a Residential Parking Permit, then that residence is not issued a visitor permit for \$5 plus applicable taxes. However, those residents can purchase a visitor parking permit for an annual fee of \$25 plus applicable taxes.

Only one visitor parking permit can be purchased per single housing unit or for each unit in a multi housing unit. Visitor parking permits are not issued based upon the number of vehicle permits a single or multi housing unit has.

Visitor parking permits are only valid on the block where the residence is located. The address of the single housing unit or a unit in a multi housing unit will be displayed on the visitor parking permit.

Visitor parking permits will not be replaced if lost or stolen.

Visitor parking permits and temporary parking permits will not be available to a resident who has purchased a Limited Residential Parking Permit. Visitor parking permits will only be available for managers of an apartment building (5 unit or higher dwelling) for the Limited Residential Parking Permit Program.

3.6 Temporary Parking Permits

Temporary parking permits are intended for those residents of single or multi housing units within a Residential Parking Permit zone who require additional parking permits for special events.

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Requests for these permits are to be made to Customer Service and suitable documentation must be shown proving residency. Approval of temporary parking permits is at the discretion of the Parking Services Group.

Temporary parking permits will be date stamped (showing a start and expiry date) and the vehicle's license plate number will be prominently displayed on the permit.

The cost of a temporary parking permit will be \$1 per day, plus applicable taxes.

Temporary parking permits will not be available to a resident who has purchased a Limited Residential Parking Permit.

3.7 Disposal of Vehicle, Change of License Plates

If a resident sells their vehicle and no longer requires a residential parking permit, the permit must be returned to Customer Service on the first floor of City Hall and no refund will be given.

If a resident sells their vehicle and then buys a new vehicle and the new vehicle has the same license plate number as the previous vehicle, the resident must notify Customer Service of the change.

If a resident changes license plates on their vehicle and the ownership of the vehicle remains the same, the resident must return their old permit into Customer Service and show proof of ownership documentation as outlined in 3.3 above illustrating that ownership has remained the same, but the license plate number is now different. When this is done, a new permit will be issued.

If a resident is not the registered owner of a vehicle but is the primary operator and changes vehicles, the resident must return their old permit to Customer Service and show documentation as outlined in 3.3 above. When this is done a new permit will be issued.

In all of the above scenarios for the disposal of a vehicle or a change in license plates, no fee will be charged.

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3.8 Resident Moves

The following are the three possible scenarios:

- a) A resident moves to another single or multi housing unit within the same Residential Parking Permit zone. In this case the resident is to notify Customer Service of the change of address and to provide proof of the new location. When this is completed, Customer Service will make the necessary modifications to any existing permits.
- b) A resident moves to another single or multi housing unit within another Residential Parking Permit zone. In this case the resident is to notify Customer Service of the change of address and to provide proof of the new location. When this is completed, a new permit(s) will be issued for the new zone and no fee will be charged.
- c) A resident moves to a non-Residential Parking Permit zone. The resident is required to return their permit(s) to Customer Service.

3.9 Lost or Stolen Permits

A resident who loses or has their permit stolen can apply for a new permit at Customer Service. The resident may be required to show proof of a theft, such as an insurance claim form. The resident will be charged the full fee for the replacement of the permit if a new permit is authorized by the Parking Services Group. The issuance of a replacement residential parking permit is at the discretion of the Parking Services Group.

Lost or stolen visitor and temporary parking permits will not be replaced.

3.10 Enforcement

Once a Residential Parking Permit zone has been established and residents have been issued permits, enforcement of the Residential Parking Permit zone will commence. Enforcement will be conducted on a continuous basis throughout the year.

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Once a Limited Residential Parking Permit zone has been established and residents have been issued permits, enforcement will commence on a complaint basis only.

3.11 Renewal

Residential parking permits and visitor parking permits are valid for one year with the expiry date indicated on the permit. Expiry dates for different Residential Parking Permit zones will be staggered throughout the year in order to limit the number of residents reapplying at any one time.

Residents of a Residential Parking Permit zone will be notified of reapplication procedures by mail, three weeks in advance of the permits expiring. This task will be done by the Parking Services Group.

Limited Residential Parking Permits may be valid for a specified time period, or for the entire year. No notification will be provided to residents of the need to reapply. Residents within the Limited Residential Parking Permit zone will need to reapply for permits annually.

The reapplication procedure is the same as the initial application for a permit, where the applicant has to provide proof of residency and vehicle ownership.

3.12 Information Displayed on Permits

The following information will be displayed on the Residential Parking

Permit/Limited Residential Parking Permit:

- License plate number;
- Residential parking permit zone identification;
- Permit number; and
- Expiry date.

The following information will be displayed on the Visitor Parking Permit:

- Residential parking permit zone identification;
- Permit number;
- Expiry date; and

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- Resident's address.

The following information will be displayed on the Temporary Parking Permit:

- License plate number;
- Residential parking permit zone identification;
- Permit number;
- Resident's address;
- Start date; and
- Expiry date.

Permits shall be displayed prominently according to instructions on the back of permits. Permits displayed incorrectly are not valid.

3.13 Database

A database will be maintained of all Residential Parking Permit holders. This database will be set up and maintained by the Parking Services Group. Revenue Branch personnel will enter applicant's data into the database when issuing permits.

This database will help facilitate better enforcement of the Residential Parking Permit Program and allow for a more efficient renewal process.

3.14 Ticket Cancellation

A ticket can be cancelled only if:

- A ticket is issued for a parking permit violation (not for violation of some other parking restriction);
- A parking permit has been issued to the vehicle described on the ticket;
- The ticket is less than two weeks old; and
- Previous outstanding violations have not been issued to this vehicle.

The Parking Services Group has sole authority for canceling any parking ticket. Cancellation of any parking ticket is at the discretion of the Parking Services Group.

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4. RESPONSIBILITIES

4.1 Parking Services Group

The Parking Services Group, Transportation Branch, of the Infrastructure Services Department is responsible for:

- a) The administration of this policy;
- b) The review and update of this policy; and
- c) The administration of all Parking Permit applications, requests and inquiries.

4.2 Revenue Branch

The Revenue Branch of the Corporate Services Department is responsible for:

- a) The collection of Parking Permit fees;
- b) The issuance of Parking Permits; and
- c) Database updates.