

GENERAL RULES AND REGULATIONS
PUBLIC SERVICE DEPARTMENT
CITY OF COLUMBUS, OHIO
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SUBJECT: RULES AND REGULATIONS FOR RESIDENTIAL DISTRICT PERMIT PARKING

EFFECTIVE DATE: OCTOBER 1, 2004

Pursuant to the authority granted under Ordinance 1711-79, passed September 10, 1979, the Director of the Public Service Department hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law. These rules and regulations are in addition to any requirements presently established or as may be established from time to time by ordinances, or resolutions of City Council or rules and regulations of other officers, boards, commissions, agencies, divisions, or department of the City.

I. PROCEDURE FOR ESTABLISHING RESIDENTIAL DISTRICT PERMIT PARKING:

A. INITIATION OF HEARING:

Requests to establish or reconsider permit parking in residential areas will be considered after petitions requesting such restrictions are signed by sixty percent (60%) of the residents of an area (one per household) and have been received by the City Engineer, or at request of the Transportation and Pedestrian Commission.

B. PARKING STUDY:

When the requisite number of residents have signed the petition, or at the direction of the Transportation and Pedestrian Commission, the Transportation Division shall conduct a parking study to determine if the following conditions exist:

1. During the study hours seventy-five percent (75%) of the legal spaces are occupied, and;
2. Twenty-five percent (25%) of the spaces are occupied by cars from outside the district.

In the event that parking limitations already exist to provide relief such as intended by residential permit parking, the above criteria will be assumed to be satisfied for those streets or sections of streets so designated.

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C. AREA:

The Transportation Division shall consider the following factors in determining the area to be studied.

1. The area should be defined by public streets or alleys, rivers or streams, railroads or other specific boundaries.
2. The area defined should be as large as possible in order to simplify the administration process, to reduce the number of public hearings and to make enforcement more effective.
3. Requests to establish new areas will not be considered unless such area is a minimum of one City block. For purposes of this section a City block is defined as:
 - a. an area surrounded entirely by public streets, bodies of water, railroads, or corporate limits; or
 - b. all property on both sides of any public street, between two other public streets, provided that over 50% of the frontage of such block has addresses on the street petitioned for.

D. HEARING PROCEDURES:

Following the receipt of petitions by the City Engineer or at the direction of the Transportation and Pedestrian Commission, a public hearing shall be scheduled within forty-five (45) days. Notice of a public hearing before the Transportation and Pedestrian Commission shall be given ten (10) days before the public hearing by written notice to the appropriate area commission or civic association, and by distribution of fliers on all doorsteps in the appropriate area.

E. RECOMMENDATION TO THE PUBLIC SERVICE DIRECTOR:

At the public hearing, the Transportation and Pedestrian Commission shall make its recommendations to the Public Service Director, and shall consider the following factors:

1. The likelihood of alleviating traffic congestion, illegal parking, and related health and safety hazards.

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2. The proximity of public transportation to the residential permit area.
3. The desire and the need of the residents for residential permit parking and their willingness to bear the administrative costs in connection therewith.
4. The need for parking in excess of the restriction petitioned in proximity to establishments located therein and used by the general public for religious, health, or educational purposes.
5. The possible reduction in vehicle miles traveled in the City of Columbus and the resulting savings in fuel and reduction in air pollution.
6. Such other factors that the Commission deems relevant.

F. DECISION OF THE PUBLIC SERVICE DIRECTOR:

Within forty-five (45) days of the close of the public hearing the Public Service Director shall issue a statement regarding their decision. The area to be designated for residential permit parking shall be published in the City Bulletin and the area commission or civic association shall be notified.

II. IMPLEMENTATION AND OPERATION:

A. DESIGNATION BY SIGNS:

After a decision has been made to designate an area for residential permit parking, the Public Service Director Shall then cause official parking restriction signs to be erected indicating the following:

1. Two (2) hour parking (variable)
2. 8:00 A.M. to 5:00 P.M. (variable)
3. Monday – Friday (variable)
4. Except by City Permit

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B. PERMIT FEE AND DISTRIBUTION:

1. The fee for permits shall be \$25.00 annually pro-rated as follows:

\$20.00 beginning December 1
\$15.00 beginning March 1
\$10.00 beginning June 1

Blanket permits shall be \$50.00 annually (pro-rated to \$25.00 after 6 months).

2. A representative of the Public Service Director and/or a civic organization in the area will sell permits at a public school or other public place in or near the designated area following notification of implementation of the permit parking program. After the initial sales period, permits will be available through the office of the Transportation Division, currently located at 109 North Front Street.
3. Persons eligible to purchase permits shall be the residents of the area, non-resident property owners, employees who work in the area and residents adjacent to the area who meet the requirements of Section "H" below.

C. RESIDENT PERMITS:

1. Permit applications shall require the name of the owner or verified operator of the motor vehicle, residential address, motor vehicle year and make and motor vehicle license number.
2. Proof of residency in the area, such as motor vehicle registration, lease, current utility bill, gas, electric, water, and telephone (cell phones not acceptable) shall be provided by the applicant for the permit.

D. EMPLOYEE PERMITS:

For employee permits the owner or operator of the business shall furnish a list of names on company letterhead stationary of his/her employees. Employee permits shall require the same information as residential permits except the business address will be given instead of the residential address.

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E. NON-RESIDENT PROPERTY OWNER PERMITS:

Non-resident property owner permits shall require the same information as residential permits except that proof of ownership must be provided in lieu of proof of residence.

F. BLANKET PERMITS:

1. Property owners and property management companies who can show proof of ownership of properties in two or more permit areas will be issued blanket permits good for those areas in which such property lies. Blanket permits are to be used for property inspection, showing to potential renters, and rent collection, but may not be used by vehicles which otherwise should have commercial license plates and thus not require a permit.
2. Blanket permits shall be valid only in the areas for which they were issued and shall be displayed in a manner that is visible through the front window of the vehicle.
3. Lost or stolen blanket permits will be replaced only by the payment of a new annual or pro-rated fee.

G. VISITOR PERMITS:

1. Residents of an area who do not own a motor vehicle may obtain visitor permits in the same manner as residents who own vehicles provided that the standard fee is paid and that there are no other permit holders in the household.
2. For any given area designated for permit parking, one transferable visitor permit may be issued with each residential permit at no additional cost. The decision to issue such permits will be made by the Public Service Director after a study has been conducted by the Transportation Division.
3. Additional visitor permits valid for one day may be obtained upon indication of the resident's name, address, and residential permit number through the Transportation Division Offices, currently located at 109 North Front Street. The first five (5) such permits for each permit holder each year shall be free of charge. Each temporary visitor permit after the fifth shall be issued at a cost of one dollar (\$1.00).

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4. Visitor Permits shall be valid only in the area for which they were issued and shall be displayed in a manner that is visible through the front window of the vehicle.
5. Lost or stolen visitor permits will not be replaced.

H. OTHER PERMITS:

When the implementation of permit parking in accordance with these rules coupled with existing parking regulations outside the permit area makes it illegal for a resident adjacent to a permit area to park in front of or in close proximity to their home beyond the time specified in the permit area, the Public Service Director may issue those residents permits in accordance with procedures established in "B" and "C" above. These permits will be issued only after the Director has approved a report from the Transportation Division and parking stating what parking regulations exist and which residences adjacent to the area are affected by them.

III. GENERAL PERMIT RULES:

1. Each permit remains the property of the City of Columbus. Improper use may result in the recall and/or non-renewal of any permit.
2. Each permit issued to a resident, employee, or a non-resident property owner will display the motor vehicle's license number and shall be affixed to the left rear window. All permits will be coded by area and will be valid only in that designated area, except as provided in "F" above.
3. When a person ceases to reside in the area, own property in the area, or be employee in the area, all permits issued to that person shall become null and void and shall be returned to the issuing authority.
4. Any permit not renewed in the appropriate month will be purged from the record, and a new application must be made.
5. Lost or stolen residential permits, non-resident property owner permits, and employee permits will be replaced only (1) if issued with the same license number, or (2) upon payment of a new annual or pro-rated fee.

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These Rules and Regulations supersede all previous rules and regulations relating to Residential District Permit Parking.

BY ORDER:

HENRY GUZMÁN, DIRECTOR
PUBLIC SERVICE DEPARTMENT

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