



RESIDENTIAL PARKING PERMIT DIVISION

1300 Mercantile Lane, Suite 108 Largo, MD 20774 301.955.0787

Instructions for Person handling the petition

1. The proposed parking zone must be 100% residential
2. One block, one side of one block is an acceptable area to establish a residential parking zone.
3. Parking restriction times and days are for night time enforcement. The zone restrictions could begin at 6:00 PM or later and cannot go beyond 7:00 AM the next day. The residents can set parking restrictions to begin as late at 11:00 PM. We recommend seven days a week; Monday through Sunday.
4. The petition signatures represent a yes vote from that address. Only one signature for each address will be accepted.
5. A successful petition that meets program guidelines consists of 60% of the addresses in the proposed area. If there are 10 houses in the block and you gather six signatures; you have achieved the minimum requirement of 60%.

Completing the Petition Form

- Read the Petition summary and background box. Contact me if you have questions.
- Have each signature party sign and complete each box. The **Printed Name, Signature, Address, Telephone number, Property Owner or Renter, Date of signature.**
- Read over and familiarize yourself with the Petition Process before you approach your neighbors.
 - The printed name must be legible.
 - The signature party must provide a valid telephone number so that we can verify that the person signing understands the terms of the program.
- Read the instructions and note the exclusions such as active military, university students, federal, state and county vehicles and work vehicles that may have out of state tags and not be registered to the primary address in the parking zone. (Work vehicles are taxi cabs, vehicles issued by the employer that the resident drives home every day.)



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- Explain these exceptions so that residents know that these categories are issued a two year permit and are not required to meet the program guidelines.

Explain that the residential parking permit provides each resident, the following, if the program is established.

- A free two year parking permit that allows the holder to park on the public roadway during parking restriction times and days.
- This program restricts parking by non-residents who leave trash and block driveways.
- Over time, the residential streets in the program will see a sharp drop in the number of cars parked that are non-resident violators. The community should experience an improved quality of life.
- Active and ongoing enforcement to cite the non-resident violators.

When the petition is submitted to the Residential Parking office for review, the addresses must be verified by visual inspection and confirmed. We will contact each signature party by telephone to verify that the person understands the features of the program.

Once the telephone verification is completed and the petition meets program guidelines, a public hearing will be scheduled at a location in close proximity of the proposed zone.