



City of Duarte
COMMUNITY DEVELOPMENT DEPARTMENT
1600 Huntington Drive
Duarte, CA 91010
Ph: 626-357-7931 | Fax: 626-358-0018
www.accessduarte.com

Annual Parking Permit Application FY 2023-2024

PERMITS ARE VALID JULY 1, 2023 THROUGH JUNE 30, 2024

\$100 Annual Permit Fee, Per Vehicle (\$50 Prorated fee after January 1, 2023)

\$6 Non-Refundable Inspection Fee | \$10 Replacement Fee

DIRECTIONS: Please read and initial to indicate you understand each statement.

1. ____ Annual parking permits can be obtained for circumstances where the residence does not supply sufficient off-street parking for multiple vehicles. To apply for an annual parking permit, there must be more vehicles parked at the residence on a permanent basis and insufficient parking space to accommodate them.
2. ____ All garage and driveway spaces on property must be clear of storage and utilized for vehicle parking.
3. ____ All vehicles must be currently registered to address listed on the application. Copies of current registrations are required.
4. ____ RV's, trailers, boats, personal watercrafts, etc. & non-registered vehicles cannot occupy any parking spaces at the residence.
5. ____ Permits are issued to motorized passenger vehicles only and are non-transferable. Commercial vehicles & RV's are ineligible.
6. ____ The parking permit shall be displayed in plain sight on the driver's side of the rear bumper of the vehicle.

APPLICATION TYPE (MARK ONE)

☐ **NEW APPLICATION**

Please submit the following:

- ☐ Completed application signed and dated.
- ☐ Copies of current registrations for each vehicle parked at residence. Vehicles must be registered to address listed on application.

Once application is deemed complete, \$6 inspection fee to be paid. Staff will contact applicant to set up time and date for inspection to verify parking spaces.

☐ **RENEWAL APPLICATION**

Please submit the following:

- ☐ Completed application signed and dated.
- ☐ Copies of current registrations for each vehicle parked at residence. Vehicles must be registered to address listed on application.

Please note, renewals may be subject to an on-site inspection to verify that all parking spaces are being utilized.

APPLICANT INFORMATION

Name:	Address:
Email:	Phone Number:

PARKING SPACES ON PROPERTY

GARAGE SPACES: <input type="checkbox"/> one-car garage <input type="checkbox"/> two-car garage <input type="checkbox"/> three-car garage <input type="checkbox"/> Other _____	DRIVEWAY SPACES: <input type="checkbox"/> No driveway <input type="checkbox"/> one-car driveway <input type="checkbox"/> two-car driveway <input type="checkbox"/> Other _____
---	--

VEHICLE INFORMATION

#	MAKE & MODEL	LICENSE NUMBER	REGISTRATION EXPIRATION DATE	CHECK VEHICLE TO BE ASSIGNED PERMIT	(OFFICE USE ONLY) PERMIT #
1				<input type="checkbox"/>	
2				<input type="checkbox"/>	
3				<input type="checkbox"/>	
4				<input type="checkbox"/>	
5				<input type="checkbox"/>	
6				<input type="checkbox"/>	

I understand that if parking circumstances at the property change after the issuance of the permit and parking space becomes available, I must utilize the space for vehicle parking and will notify the City of the change. I certify under penalty of perjury that the statements indicated on this application are true and correct.

Applicant Signature:	Date:
----------------------	-------

FOR OFFICE USE ONLY

<input type="checkbox"/> NEW APPLICATION		
Inspection Fee: \$6	Date Paid:	Receipt #:
Inspection Date:	Time:	By:
Application Determination: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Comments:		
Annual Permit Fee: \$100	Date Paid:	Receipt #:
Annual Permit Pro-Rated Fee: \$50	Date Paid:	Receipt #:

[illegible]