

Residential Permit Parking Process and Guidelines

City of St. Albert

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1. BACKGROUND

In all municipalities there are select areas where residential parking is a valuable commodity. Although roadways are public realms, are open to public use and not directly associated to any private use; many residents rely on the availability of on-street parking to use their garages for alternative storage, to accommodate visiting family and friends, to allow parking for service vehicles, or to accommodate the ownership of more than two cars. Specific to St. Albert, the ratio of registered vehicles and occupied dwelling units is approximately 2.31, which indicates that a typical household has a minimum of two vehicles.

In November 2018, City Council formally approved Council Policy C-TS-03; Residential Permit Parking, to which a defined service level is identified for addressing on-street parking impacts on residential roadways in vicinity to institutions or facilities. The Residential Permit Parking Process and Guidelines have been developed to establish a uniform and consistent approach for the initiation, assessment, public engagement and implementation of Residential Permit Parking.

The program and policy for permit parking shall be used to support community residents in vicinity of specified areas for required daily demand of on-street parking in proximity to their homes, by eliminating non-resident use during specific periods of time. This program should not be expected to eliminate non-resident or public parking and it does not guarantee residents an on-street parking space.

2: CONDITIONS FOR IMPLEMENTATION

Not all roadways are candidates for implementation of Residential Permit Parking, as the intent of the program is to minimize the conflict of on-street parking demand between residents and non-residents. The program is not intended to assign private on-street parking to residents, address parking conflict between neighbours, nor to address small scale issues such as noise or potential garbage resulting from negative human behaviours.

Conditions associated with adjacent land use, or the type of area that has been developed around the street (example: single homes, apartments) are aligned to the location of the roadway being evaluated for residential permit parking and are in place to ensure that true candidate areas are those that typically would have sufficient on-street parking to accommodate the needs of residents. The provision for Residential Parking Programs to high density development areas (apartments, multi-family development, mixed use development) is not possible since the number of parking permits required would exceed the availability of on-street parking in those areas. Through the Land Use Bylaw, developments in this category are required to provide sufficient on-site parking for residents and visitors.

Conditions associated with adjacent land use are aligned to the potential influence of parking demand in an area and are in place to target resources towards areas that may be generating larger volume, longer-term impacts to surrounding areas.

Residential Permit Parking may be considered if the following conditions are met:

2.1 Existing Land Use of areas under consideration:

- a) Low Density Residential (R1 / R2)
- b) Medium Density Residential (R3 / R3A)

2.2 Adjacent Land Use

- a) Major Post Secondary Learning Institute
- b) Senior High School
- c) Sports Event Facility
- d) Major Medical Institution
- e) Public Transit Station

2.3 Area Radius

Pending meeting criteria 2.1, candidate sites for Residential Permit Parking must be located within 400m of sites within criteria 2.2.

2.4 Temporary Construction

On-street parking may be impacted temporarily by construction activity occurring on the direct roadway or from adjacent development. If the event parking impacts are results of a City capital work program, the City may administer necessary parking passes as required for work to be completed in order to minimize the impact to residents.

The City has also identified a process to work with developers or representatives of contractors for development areas during their development permit process to minimize impacts of construction parking to established communities. These conditions are within the City's Transportation Impact Assessment Guidelines (Section 10 of the document).

A component to address parking in areas where substantial impact may result from non-resident parking due to construction and minimal effort or results are identified to address such issues, shall be through a temporary permitted parking system.

Conditions required for associated residential permit parking due to construction:

2.4.1 Construction timelines must be a minimum of 12 months, continuous.

2.4.2 Parking issues shall be around volume of vehicles parking and utilizing on-street parking; Residential Permit Parking will not be targeted for other related parking issues (noise, garbage).

2.4.3 Impact of construction must be identified through the parking planning process or through resulting site investigations and confirmation of impacts once construction has started.

- Impacts must be identified as substantial in relation to volume of vehicles on the roadway.
- Parking issues involving illegal parking (as per the Traffic Safety Act or City's Traffic Bylaw) will be addressed through Enforcement and may not result in permitted parking being implemented.
- Parking issues involving safety concerns such as intersection sight lines or traffic movement may result in permanent parking restrictions assigned to specific site locations and are applicable for enforcement through the City's Traffic Bylaw.

2.4.4 The roadway shall be within 400m radius of the construction site.

3: RESIDENTIAL PERMIT PARKING PROCESS

The Residential Permit Parking Program is designed to be a three-step process that involves:

- Step 1: Assessment
- Step 2: Approval
- Step 3: Implementation

3.1 Step 1: Assessment

Locations identified as candidates for Residential Permit Parking shall meet criteria noted within Section 2 of the Residential Permit Parking Process and Guidelines, or Section 3 of Council Policy C-TS-03; Residential Permit Parking. An area requested for permit parking implementation will first be assessed to confirm viability and adherence to necessary criteria.

For permanent implementation of permit parking, three (3) criteria must be satisfied to move forward in the process:

- 3.1.1 Existing Land Use of areas under consideration:
 - a) Low Density Residential (R1 / R2)
 - b) Medium Density Residential (R3 / R3A)
- 3.1.2 Adjacent Land Use
 - a) Major Post Secondary Learning Institute
 - b) Sports Event Facility
 - c) Major Medical Institution
 - d) Public Transit Station
- 3.1.3 The requested site / roadway for permit parking is within a 400m radius of an adjacent land use identified in part 3.1.2.

If the above three conditions are met, then Administration proceeds to *Step 2 – “Approval”*.

Should a location aligned to Section 2.5 (Temporary Construction) be requested for integration of temporary permit parking, the sites will be investigated to confirm site proximity within 400m of construction occurrence, timeline of construction activity confirmed to be a consistent 12 months, and construction impact with regards to substantial vehicles parking and utilizing on-street space. The definition of “Temporary Construction” is identified in the Definitions of Council Policy C-TS-03; Residential Permit Parking and is shown as:

“Temporary Construction” means construction activity occurring at a single off-site location in vicinity of the area, for a minimum of 12 months but not reflective of permanent location conditions.

- a. Temporary Construction is not inclusive of community development (home building, road construction or associated construction) for developing areas.”

Pending confirmation of the previously noted, the process will move forward to *Step 2 – “Approval”*.

3.2 Step 2: Approval

For Residential Permit Parking to be implemented, a formal request must first be received by the designated City staff or City Department with a “petition” (defined in Council Policy C-TS-03) signed by a minimum of $\frac{2}{3}$ of all households of a candidate roadway, showing “support” for Residential Permit Parking to be implemented.

The application for Residential Permit Parking, a copy of the template of the application is in **Appendix A**, must be completely filled out and the adjoining “petition” shall on **each sheet showing signatures**:

- 1) Identify the application the petition is aligned to: Request for Residential Permit Parking or Request for Removal of Residential Permit Parking.
 - a. This shall ensure that residents were aware of what was being requested / signed for.
- 2) Identify the date of petition starting and ending
- 3) Identify the roadway(s) name(s)
- 4) House Number associated with signature
- 5) Printed name for signature; accompanying the signature

After receiving the documented request and household petition; the City shall engage directly with residents by sending, a **Residential Permit Parking Program Support Letter and Survey** to determine the per cent of household support for moving forward and ensure that the opinion of the majority of residents is that there is a parking problem and permitted parking is a viable solution. A copy of the template for the letter is in **Appendix A**.

One of two criteria must be achieved for a roadway to be deemed “supported” by residents to move forward with implementation of residential permit parking:

3.2.1 Criteria 1 Scenario: Both of the criteria must be achieved.

3.2.1.1 A minimum of 70% (seventy per cent) of total homes on a roadway being evaluated must provide a response to the survey.

- a. A response shall be deemed as feedback provided that signifies the household’s “support” or “non-support” to the program.
- b. A response may be provided via a hard copy of the survey form to the noted return contact and address on the letter, or through completion of the online survey; in both formats all necessary information must be filled out to be considered a valid survey.
- c. A survey will clearly communicate end dates to the survey by which time responses must be received. Information received after the communicated end date may not be subject to review or compiled for evaluation.
- d. Individual households are allowed one (1) vote per household; with homeowners capable of passing “voting response” on to renters or tenants.

3.2.1.2 A minimum of 80% (eighty per cent) of responses received must clearly identify “support” for implementation of residential permit parking.

- a. Support must be shown via returning a hard copy of the survey form to the noted return contact and address on the letter, or through completion of the online survey; in both formats all necessary information must be filled out to be considered valid for the survey.
- b. Support must be identified within the time frame of the designated survey being completed.
- c. A household shall have one (1) vote to identify “support” or “non-support” towards the survey.

3.2.2 Criteria 2 Scenario

3.2.2.1 Criteria 1, Sections 3.2.1.1 and 3.2.1.2 may not be achieved; however, Residential Permit Parking will still be implemented if 60% (sixty per cent) of households of the total candidate roadway homes are clearly identified to “support” Residential Permit Parking from responses received from the survey.

No response from a household shall not be deemed as “support” or “non-support”; however, a high volume of “no response” from residents of a roadway will be interpreted as a reduced area of concern and as such the location will not qualify to move forward in the process, as per criteria.

If the required request and “petition” are received by the City, and one of either criteria from Section 3.2.1 or 3.2.2 are achieved from Sections 3.2.1 and 3.2.2, Administration will then inform City Council members via an information memo of the pending

implementation and proceed to **Step 3 – Implementation** for the identified road segment.

If the required request and “petition” are received by the City, and one of either criteria from Section 3.2.1 or 3.2.2 are not achieved, a notification letter will be provided to residents of the roadway providing information that the location did not qualify to move forward; however, no formal notification will be sent to City Council members.

3.3 Step 3: Implementation

The implementation process for Residential Permit Parking shall consist of the following:

- A field review of signage requirements for the identified streets regarding the location and number of signs.
- The identification of the estimated maximum number of **Residential Permit Parking Permits** required for the households on the street(s), and the ordering of permits to have inventory to provide to residents making requests.
- A **Notification Letter** sent to the households on the street(s) approved for Residential Permit Parking. A draft of the notification letter is in **Appendix A**. The letter will communicate the process and include a parking permit application form.
 - Eligibility: Household must be located on the street approved for the program. The permits will allow each permitted vehicle to be parked between the designated hours of the permitted system.
 - Note – hours of permit parking will be reflective of the parking considerations of the area and conflict periods between residents and non-residents. Examples may be a location in vicinity to a high school site being in place from 8 am to 4 pm and a location in vicinity to the hospital being in place from 6 am to 6 pm on weekdays.
 - Every household requesting permits must fill in the **Application for Permit Parking**, a copy of the application is in **Appendix A**. Residential parking permits will require confirmation of residency and proof of car registration. This will link the car to the parking permit (each permit will be numbered). The visitor permit will require only confirmation of residency. The format and sample of the **Parking Permit** is located in **Appendix A**, and the permit has to be displayed from the rear-view mirror or upon the dash on the passenger side of the vehicle.
- Enforcement of the Residential Permit Parking Program will be by traffic enforcement officers (Municipal Enforcement or RCMP), who will be notified by administration after the implementation process is completed.

- Residents will be provided sufficient time to become aware of the implemented Residential Permit Parking Program, apply for and obtain their required permits.

3.3.1 Residential Permit Parking Terms (time frames)

3.3.1.1.1 A term, or duration that Residential Permit Parking shall be applied to locations meeting criteria of Sections 2.1 – 2.3 of the Process, shall be two (2) years.

3.3.1.1.1.1 The starting point shall be the date of first issuance of Residential Permit Parking permits to the residents of the roadway.

3.3.1.1.2 Permits shall be applicable for a two (2) year term, with the timeline starting from the starting date of the area being involved in the permit program, to an end date of either June 30 or December 31 (whichever is closest) to the point of the two-year term.

3.3.1.1.2.1 Example: A roadway entering the program in the months of January to June 2019 would have permits applicable from the month of the program starting to June 30, 2021 – requiring applications and updates no later than May 1, 2021.

Example 2: A roadway entering the program in the months of July to December 2019 would have permits applicable from the month of the program starting to December 31, 2021 – requiring applications and updates no later than January 1, 2022.

3.3.1.1.3 Unless communication is received, as per Section 5 of this Process, to have a roadway removed from the program, (to which the process of evaluation will be followed); roadways will be automatically renewed for another term (2 years) with residential permit parking.

3.3.1.1.3.1 Residential Permit Parking shall be automatically renewed until either:

3.3.1.1.3.1.1 Resident requests are received, and criteria achieved to have the roadway removed from the program; or

3.3.1.1.3.1.2 Site changes occur that result in the roadway no longer meeting criteria.

3.3.1.2 A term, or period for a Permit Parking system applied to locations meeting criteria from Section 2.4 (Temporary Construction) of this Process, shall be for the duration of construction causing the impact of parking concerns on the roadway.

3.3.1.2.1 The Residential Permit Parking shall be eliminated for the roadway once construction is confirmed to be completed.

3.3.2 Residential Parking Program Permit Issuance

3.3.2.1 “Residential Parking Permits” are obtained from the designated City Department, upon provision of Permit Application and associated proof of residency in the program area and vehicle plate information.

3.3.2.1.1 Residential homeowner parking permits may be acquired directly from the office or by mailout; after receiving all necessary application information.

3.3.2.1.2 A Letter of Authority will be accepted in the case where a company vehicle is used, or the vehicle user is living away from home but able to use a vehicle not registered to a residence in the parking program.

3.3.2.1.3 Parking permits are numbered with identifiers and registered to specific vehicles and aligned to the home address.

3.3.2.1.3.1 Permits cannot be shared, nor used for alternative vehicles, unless identified through the application process to adjust the registered vehicle aligned to the permit number.

3.3.2.1.4 Up to a maximum of two (2) Residential Parking permits may be applied for by a single household at no charge.

3.3.2.1.4.1 Any additional permits above the maximum of two (2), meaning the third permit or more, may be acquired at a cost of \$50.00 per permit, per term.

3.3.2.1.4.2 Costs for additional permits will be consistent for the duration of the term and shall not be adjusted for any alignment to the time of the request for the parking permit in comparison to the actual term end.

3.3.2.1.5 Permits shall be applicable for a two (2) year term, with the timeline starting from the starting date of the area being involved in the permit program, to an end date of either June 30 or December 31 (whichever is closest) to the point of the two-year term. Please see Section 3.3.1 for Time Frames and examples of the Permit Parking duration.

- 3.3.2.1.6 Applicants that move into an area with the permitted parking program will be required to apply for permits as required when moving into the area. They will then follow the schedule of the roadway (for updated permits etc.).
- 3.3.2.1.7 Change of licence plate number:
Permits are issued to a specific licence plate and are not transferable from vehicle to vehicle. If your licence plate number has changed, return your permit along with a copy of your new vehicle registration, and a permit will be reissued.
- 3.3.2.1.8 Lost or damaged permits (to the point they are not recognizable by Enforcement) may be replaced at a cost of \$50.00 per permit, per term.
- 3.3.2.1.9 Any confirmed misuse or abuse of Parking permits will result in their immediate revocation and cancellation. Residents found misusing their permit(s) will be ineligible to obtain permits in the future.
- 3.3.2.2 “Visitor Parking Permits” area available to households within the designated parking area, at a maximum number of two permits per household.
 - 3.3.2.2.1 Visitor Permits may be acquired directly from the office or by mailout; after receiving all necessary application information.
 - 3.3.2.2.2 Up to a maximum of two (2) Visitor Parking permits may be acquired per household.
 - 3.3.2.2.2.1 No additional Visitor Permits will be provided; in the case of events or special “need” for additional permits, a “Permission to Park Permit” may be requested. (See Part 3.3.2.3)
 - 3.3.2.2.3 Visitor Parking permits are numbered with identifiers and registered to the home owner / residence.
 - 3.3.2.2.4 Lost or damaged Visitor parking permits (to the point they are not recognizable by Enforcement) may be replaced at a cost of \$50.00 per permit per term.
 - 3.3.2.2.5 Any confirmed misuse or abuse of Visitor Parking permits will result in their immediate revocation and cancellation. Residents found misusing their permit(s) will be ineligible to obtain permits in the future.

3.3.2.3 “Permission to Park Permits” may be issued to residents in the parking program for “guest” use under the following conditions:

3.3.2.3.1 A single social event allowance that conflicts with the hours of operation of the program. This allowance will be valid for the single day of the event and will require information with an estimated attendance and impact.

3.3.2.3.2 Out-of-town guest allowance; this will require a licence plate number associated with the allowance and may be used for a maximum of three weeks.

3.3.2.3.3 Home repairs that are expected to take longer than one day. This will require notification of the licence plate number associated with the allowance and may be permitted for a maximum of two (2) weeks.

3.3.2.3.4 Senior citizens or disabled residents who require the attendance of a non-resident aids which conflicts with the hours of operation of the program. This will require notification of the licence plate number for the vehicle(s) and may be extended for an additional permit per household.

3.3.2.3.5 Any confirmed misuse or abuse of Permission to Park Permits will result in their immediate revocation and cancellation. Residents found misusing their permit(s) will be ineligible to obtain Permission to Park permits in the future.

3.3.2.3.6 Any variations of the Permission to Park Permits must be approved by the Manager of Transportation or delegate.

4: NON-QUALIFICATION FOR PERMIT PARKING

Locations that do not meet required criteria identified in Section 2: Conditions for Implementation, shall not be qualified for implementation of Residential Permit Parking.

Locations that do meet required criteria identified in Section 2: Conditions for Implementation; however, are not successful within the completion of the Approval Process (Section 3.2), shall not be qualified for further review of Residential Permit Parking application for a minimum of three (3) years following the original or most recent review process performed.

5: RESIDENTIAL PARKING PROGRAM REMOVAL

Once a roadway is supported and approved for implementation of the Residential Permit Parking program, the minimum term and time for duration is two (2) years. Requests or applications for removal from the program shall not be considered prior to being received and the review process followed within sixty (60) days of the roadway's "term" ending.

Residential Parking may be removed on a street by street basis. This will be based upon a resident request made in writing, with an accompanied Application for Removal from Residential Permit Parking and associated "petition" identifying clear household support from the residents of the roadway. Information must be sent to the designated City Department, for the street to be evaluated through the process for removal from the program.

5.1 For Residential Permit Parking to be ended on a roadway involved in the program, a formal Application for Removal from Residential Permit Parking must first be received by the designated City Department, accompanied with a "petition" (defined in Council Policy C-TS-03) signed by a minimum of $\frac{2}{3}$ of all households of the roadway, showing "support" for Residential Permit Parking to be eliminated.

5.1.1 The request for removal and "petition" must be received within sixty (60) days of the roadway's term ending; to which an automatic renewal would have occur.

5.1.2 In the event that the request for removal and petition are not received within the sixty (60) day time frame (prior to the term's end); the roadway will be automatically renewed for Residential Permit Parking for another two (2) year term.

5.1.3 The residents making the application to have the location removed, must be residents of that street.

5.1.4 The application for Removal from Residential Permit Parking, a copy of the template of the application is in **Appendix A**, must be completely filled out and the adjoining "petition" shall on **each sheet showing signatures**:

1) Identify the application the petition is aligned to: Request for Residential Permit Parking or Request for Removal of Residential Permit Parking.

a. This shall ensure that residents were aware of what was being requested / signed for.

2) Identify the date of petition starting and ending

3) Identify the roadway(s) name(s)

4) House Number associated with signature

5) Printed name for signature; accompanying the signature

5.1.5 After receiving the documented request and household petition; the City shall engage directly with residents by sending, a Residential Permit Parking Program Support Letter and Survey to determine the per cent of household support for moving forward and ensure that the opinion of majority of residents is that there is no longer a desire to have the roadway involved with the Residential Permit Parking Program. A copy of the template for the letter is in **Appendix A**.

5.2 Requirements for re-implementing the permit parking program on the roadway shall follow the same criteria necessary in Step 2: Approval, to have the roadway continue in the program. Pending results of the review and “Approval” process, residents of the street will be notified of the results.

5.3 A street will not be considered for removal from the program for a minimum of two (2) years following its integration into the program – aligning for the period to which permits would be required for reapplication.

5.4 Should the area not be supported to maintain Residential Permit Parking and recommended for removal from the program, the City shall:

5.4.1 Provide an update to City Council through an information memo

5.4.2 Notify residents via letter mail out that the street is no longer part of the Residential Parking Program and request that provided permits be kindly recycled.

5.4.3 Remove applicable signs in the field notifying road users of the restricted parking.

5.4.4 Notify Enforcement of the change and removal of the area from the program.

5.5 Roadways that are part of the Residential Permit Parking Program and removed based on resident request and lack of support identified through the second “approval” process shall not qualify to be reviewed for further potential of application of Residential Permit Parking for a minimum of five (5) years following the locations removal from the program.

5.6 A roadway may also be removed by the City, in the event that the location / roadway no longer meets the criteria identified in Section 2. Should site changes occur, and the roadway no longer qualifies to be within the program, the City shall perform actions identified within Section 5.5.

5.7 Roadways involved with Residential Permit Parking due to Temporary Construction activity will be removed from the program once confirmation of completion of construction activity (that triggered the Residential Permit Parking) is achieved. Once construction has been identified as completed, and the roadway no longer qualifies to be within the program, the City shall perform actions identified within Section 5.5.

6: RESPONSIBILITIES

6.1 Administration (Designated City Department)

- Shall be responsible for managing and maintaining the Residential Permit Parking Policy and the Residential Permit Parking Process and Guidelines.

- Shall initiate amendments or updates to the Policy or Process as required.
- Shall manage and implement the process of Residential Permit Parking; following most up to date versions of the Process and Guidelines.
- Shall ensure information is available and accessible for residents to review up to date Processes, complete documents associated with the program and clearly communicate steps / actions associated with the Process and/ or Policy
- Shall receive, evaluate and respond to public inquiries associated with Residential Permit Parking.
- Shall monitor sites and criteria and implement field changes as required to address changes for Residential Permit Parking
- Shall provide necessary updates to Council members and Executive Leadership Team.

6.2 Municipal Enforcement or RCMP (Traffic Division)

- Shall perform enforcement of permitted parking areas and respond to public inquiries or concerns as related to violations or issuance of tickets.

6.3 Residents

- Shall be aware of notifications received by the City and if interested or willing, take part in surveys conducted aligned to the Permit Parking Process.
- Shall initiate the requests for having Residential Permit Parking Applied or Removed
- Pending area involvement in the program, shall provide full applications to Administration to receive necessary parking permits.
- Shall utilize permits provided when required and make them visible for enforcement activity.
- Shall manage and maintain permits received for the duration of the program, and as necessary apply for new or updated permits; inclusive of payment for replacement of lost / damaged permits or requests for permits beyond two (2) per household.
- Shall not misuse permits provided and utilize the process to address issues of on-street parking in the area; or be aware of consequences of misuse of permits and accept identified consequences.

APPENDIX A:

RESIDENTIAL PERMIT PARKING PROGRAM FORMS

A1:

Residential Permit Parking Process



Residential Permit Parking Process

Neighbourhood: _____ Street Name: _____

	Criteria	Criteria	Evaluation
Step 1 – Assessment	Request / Application for Permit Parking	Application received in writing <input type="checkbox"/> Confirmed resident of street <input type="checkbox"/> 2/3 Petition Support (66%) <input type="checkbox"/>	Date of Request: _____ Address of applicant: _____ % of Homes on Petition _____ Support Achieved: Yes / No
	Street Land Use	Low Density Residential (R1/R2) <input type="checkbox"/> Medium Density Residential (R3 / R3A) <input type="checkbox"/>	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No Initial
	Adjacent Land Use	Major Learning Institute <input type="checkbox"/> High School <input type="checkbox"/> Sport Event Facility <input type="checkbox"/> Medical Institution <input type="checkbox"/> Public Transit Station <input type="checkbox"/>	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No Initial
	Proximity	Street being applied for is within 400 m radius of the above noted adjacent land use	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No Initial
	Response to Applicant: Response provided to applicant on assessment results.		<input type="checkbox"/> Yes <input type="checkbox"/> No Date of response: _____
	<i>If the above criteria are met, then proceed to Step 2 – Approval; If not, perform communication and Residential Permit Parking will not be applied to the roadway.</i>		
Step 2 - Approval	Item	Criteria / Action	Information & Sign Off
	Support Letter	The <i>Residential Permit Parking Program Support Letter & Survey</i> sent to residents of the street	<input type="checkbox"/> #Households: _____ <input type="checkbox"/> Date of Letter: _____ <input type="checkbox"/> Survey Period: _____
	Responses Received	70% of households have responded to the survey	# Homes: _____ # Responses: _____ % Responses: _____
	Confirmation of Support #1	80% of received responses identify “support” of implementing permit parking	# Responses: _____ # in Support: _____ % Support Received: _____
	Confirmation of Support #2	60% of overall homes of the roadway identified as in “support” of implementing permit parking	# Homes: _____ # Responses in Support: _____ % Overall Support: _____
	Notification	Inform Council of street(s) moving forward	<input type="checkbox"/> Date of memo _____
<i>Approval criteria achieved if:</i>			

	<p>1) Responses received = 70% and 80% of Responses Received show “support” or;</p> <p>2) There is an overall minimum of 60% of “support” of total homes on the roadway identified from the responses received.</p> <p>If approved, then proceed with Step 3 – Implementation</p>		
Step 3 - Implementation	Item	Action	Information & Sign Off
	Signage	Transportation Department review for signage locations.	<input type="checkbox"/> Traffic Control Device Form (TCD) Completed: TCD# _____ # Signs Required: _____
	Residents Notification	A Notification of Implementation letter sent to all residents on the approved street.	<input type="checkbox"/> #Households: _____ <input type="checkbox"/> Date of Letter: _____
	Application Process	Each household requesting parking permits must apply using the Application For Permit Parking form. It requires proof of residency and registration of vehicle(s) applying for up to two permits per resident and two visitor permits.	Applications Start Date: _____ Program Start Date (minimum 1 month following Applications Date: _____
	Issue of Permit(s)	City Administration records permit numbers and issues Permit Passes to approved households from the application process.	<input type="checkbox"/> # of Permits Ordered: _____ <input type="checkbox"/> Database maintained of permits issued
	Enforcement	Administration notifies Municipal Enforcement / RCMP at the time of Applications Start Date. One month prior to start date, to adjust & allow permits to be obtained.	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____ Initial
	Vicinity Notification	Letter sent to immediate vicinity areas notifying of the implementation and information links to Residential Permit Parking	Roadways notified: _____ Date of Letters: _____
Removal of Permit Parking	Item	Criteria / Action	Evaluation
	Request / Application for Removal	Application received <input type="checkbox"/> Confirmed resident <input type="checkbox"/> ² / ₃ Petition Support (66%) <input type="checkbox"/>	Date of Request: _____ Address of applicant: _____ % of Homes on Petition _____
	Support Letter	The Residential Permit Parking Program Support Letter & Survey sent to residents of the street	#Households: _____ Date of Letter: _____ Survey Period: _____

Responses Received	70% of households have responded to the survey	# Homes: _____ # Responses: _____ % Responses: _____
Confirmation of Support #1	80% of received responses identify "support" of removal of permit parking	# Responses: _____ # in Support: _____ % Support Received: _____
Confirmation of Support #2	60% of overall homes of the roadway identified as in "support" of removal of permit parking	# Homes: _____ # Responses in Support: _____ % Overall Support: _____
Notification	Inform Council of street(s) being removed	<input type="checkbox"/> Date of memo _____
<p><i>Roadway will remain in the Residential Permit Parking Program if Approval criteria is achieved:</i></p> <p><i>1) Responses received = 70% and 80% of Responses Received show "support" or;</i></p> <p><i>2) There is an overall minimum of 60% of "support" of total homes on the roadway identified from the responses received.</i></p> <p><i>If approved, then no site changes shall occur, and permit parking shall remain; If the above criteria are not achieved, the roadway will be removed from the program and permit parking ended for the stipulated time identified within the Process and Guidelines.</i></p>		

A2:

**Application for Residential Permit Parking or Residential Permit
Parking Removal**

Application for Residential Permit Parking to be Applied or Removed on a Roadway

Applicant Information

Name of Lead Applicant									
Address			Unit		City St. Albert		Prov. AB	Postal Code	
Applicant Telephone		Area	Number		Business/Cell		Area	Number	

Location Information

Roadway Being Requested to Have Permit Parking Applied / Removed Roadway is Being Requested for New Permit Parking or Removal from the Program (Please circle):
Permit Parking to be Applied / Removal From Existing Permit Program

Parking is an Issue or Permit Parking is an Issue Due to (please describe the parking issues of the roadway):

Resident Support for Application of Permit Parking or Removal of Permit Parking

Total Homes on Street	Homes Represented on Attached "Petition"	% of Homes Represented on the "Petition"	Date(s) Survey was Conducted

Please Note:

The application for Residential Permit Parking, must be completely filled and the adjoining "petition" shall on **each sheet showing signatures**:

- Identify the application the petition is aligned to: Request for Residential Permit Parking or Request for Removal of Residential Permit Parking. This is required to ensure residents are fully aware of what is being signed for.
- Identify the date of petition starting and ending
- Identify the roadway(s) name(s)
- House Number associated with signature
- Printed name for signature; accompanying the signature

Personal information on this application is collected under the authority of the City of St. Albert's Privacy Policy. It will be used for administrative purposes in connection with your application and enforcement purposes of the City of St. Albert Traffic Bylaw 18/2005.

For details of the City Residential Parking Program; please visit stalbert.ca and search "Residential Permit Parking" to view the Residential Permit Parking Process and Guidelines. Any questions about the program/collection or use of this information can be addressed to:

Engineering Department Ph: 780-459-1654

Applicant name (Printed): _____

Applicant Signature: _____ **Date:** _____

Internal Use Only

Date Received: _____

A3:

Letter of Support & Survey for Residential Permit Parking

Engineering Branch
Phone: 780-459-1654
Fax: 780-458-1974

5 St. Anne Street
St. Albert, AB T8N 3Z9
www.stalbert.ca

File: D200-Year

Date of Letter

Dear Homeowner on **Street**

Re: Residential Permit Parking Program

The City of St. Albert has received a request to review the potential implementation of a Residential Permit Parking Program on your street.

As the City follows a formal process for this type of request, an assessment has been completed and identified that your roadway does meet the specified requirements of:

- 1) Being within a low to medium density residential land use area;
- 2) Is adjacent and within a 400 m radius to _____
- 3) In addition to the above; a signed “petition” representing $\frac{2}{3}$ of homes indicating support on your roadway has been provided with an application for Permit Parking;

Prior to implementing a residential permit parking program, the City requires confirmation of resident support. To meet the necessary criteria one of the following criteria scenarios **must** be achieved:

Criteria Scenario #1:

- 1) 70% of households on _____ **Street** must respond to the survey in writing prior to the end date of the survey.
- 2) 80% of surveys received must identify “support” for implementing residential permit parking on _____ **Street**

Criteria Scenario #2:

- 1) Of responses received, there is a minimum of 60% support identified of all homes on the roadway.

For both Criteria Scenarios:

- Each household shall have an equivalent of one (1) vote.
- A non-response (where no vote or feedback is received from a household) shall equate to an indifferent vote and be interpreted as a low level of concern for parking issues; aligning to not requesting permitted parking.

- By selecting “**Yes**”, you are indicating your household’s support of residential permit parking being applied to your street, to which permits would be required for future on-street parking and the process would be followed as per the City’s Residential Permit Parking Process and Guidelines.
- By selecting “**No**”, you are indicating your household’s non-support of residential permit parking being applied to your street, to which no changes would occur to on-street parking.

Deadline to provide your input to this survey is **Month, Date, Year.**

Responses must be made in writing by filling out the attached form and returning it, or by providing the equivalent information via the online survey:

For hard copy responses:

Mail: **Engineering Services**
5 St Anne Street
St. Albert, AB T8N 3Z9

For Online Survey:

Please visit the link: [https://.www.surveymonkey.com.....](https://www.surveymonkey.com.....)

Information received through the survey will be used to determine the next steps and if implementation of the Residential Permit Parking Program will occur. Further notification will be provided to you from results of the support survey.

For further information and details on the Residential Permit Parking Program, please visit stalbert.ca and search “Residential Permit Parking”.

If you are unable to view the City’s Residential Permit Parking Process and Guidelines online, a digital copy may be sent to you, or a request may be made for a hard copy, by contacting the **City’s Engineering Department at 780-459-1654.**

If you have questions or would like to know more information about the process, please feel free to contact the undersigned.

Sincerely,

Contact / Representative

Title

Email: [email address](#)

Attachment: Residential Permit Parking Support Survey

Residential Permit Parking Support Survey

Information on the Residential Permit Parking Process and Guidelines is available through visiting the city website at stalbert.ca and searching “Residential Permit Parking”. Please be aware of conditions, requirements, implications of the program when making your decision and providing feedback.

In response to the City’s request for feedback on this household’s support or non-support for implementing Residential Permit Parking:

Yes, I support implementing permit parking on my street.

No, I am not in support of implementing permit parking on my street.

Please provide your address and indicate if you are the home owner or renter:

Address: _____

House Number

Street Name

I am the home owner.

I am renting the home.

Please check the appropriate box:

I have viewed and am aware of the Residential Permit Parking Process and Guidelines

I have not viewed and am not aware of the Residential Permit Parking Process and Guidelines

Thank you for your time and feedback. Information received through this survey will be used to determine the implementation of the Residential Permit Parking Program on your street.

A notification letter will be sent to you in follow up to provide results of the survey and “next steps” and schedules.

A4:

Resident Notification Letter

Engineering Branch 5 St. Anne Street
Phone: 780-459-1654 St. Albert, AB T8N 3Z9
Fax: 780-458-1974 www.stalbert.ca
File: D200-Year

Date of Letter

Dear Homeowner on **Street**

Re: Residential Permit Parking Notification Letter

The City of St. Albert had received a request to review the potential of implementing Residential Permit Parking on your street and has completed the initial assessment step, as well as the approval evaluation component of the residential permit parking process.

Thank you for your time and feedback into the Support Survey that was sent to your home. A total of **___%** responses were received from residents of **_____ Street**, and there is **___%** support identified from responses received to move forward with the Residential Permit Parking Program. As support was identified, the following actions and schedule will be followed:

- Starting on **month / date / year** residents may apply for necessary permits for on-street parking. Permits may be acquired through sending a hard copy of the attached Permit Application Form to the noted address on the form, or by filling out the Application online through stalbert.ca

Upon completing the Parking Permit Application Form, please return the form either by mail, email or in person to:

Engineering Services
5 St Anne Street
St. Albert, AB T8N 3Z9

Please note that the application requires confirmation of residency and registration of vehicles for the permits to be obtained, and there is also the need to acknowledge conditions associated with the use of visitor parking permits, which can be signed off identifying understanding. Permits requested will be aligned to vehicles for each household and visitor permits will be aligned with the household.

- Permit applications may be applied for at any time; however, the permitted parking will come into effect on **month / date / year**. From this date forward, vehicles using on-street parking between the time frame of 6:00 am to 6:00 pm will be required to

show a valid parking permit, or it may be deemed in violation of parking regulations and be susceptible to enforcement.

- Permits provided shall be valid until **month / date / year** (2 years following implementation of permitted parking. At this time, residents will be required to apply for new permits by following the same process as above.
 - Note – Residents may apply for a parking permit(s) at any time; however, if requests are made to replace lost or damaged permits, or additional permits beyond the provided two (2) per household are required, charges of **\$50.00** per permit shall apply (no matter the time of the request in relation to the term of parking). Please see the City's *Residential Permit Parking Process and Guidelines* for information.

As per the Residential Permit Parking Process and Guidelines, the permitted parking will be in effect on your street for a minimum of two (2) years. Following this time, residents may request to be removed from the program within sixty (60) days of the two year term ending. Please see the Process and Guidelines for details on how to request removal from the program and actions required.

For further information and details on the Residential Permit Parking Program, please visit stalbert.ca and type "Residential Permit Parking" in the search area for review of the **City's Residential Permit Parking Process and Guidelines**.

If you are unable to view the City's Residential Permit Parking Process and Guidelines online, a digital copy may be sent to you, or a request may be made for a hard copy, by contacting the City's Engineering Department at 780-459-1654.

If you have questions or would like to know more information about the process, please feel free to contact the undersigned.

Sincerely,

Contact / Representative

Title

Email: [email address](#)

cc: City Council
Executive Leadership

Attachment: Application for Residential Parking Permit

A5:

Application for Parking Permits

Application for Residential Parking Permit

Personal Information

Name of Applicant				Neighbourhood:		
Address			Unit	City	Prov.	Postal Code
				St. Albert	AB	
Applicant Telephone	Area	Number	Business/Cell	Area	Number	

Applying For:	Vehicle Plate Number:	Internal Use only	
		Vehicle Registration Checked	Permit Number Allocation
<input type="checkbox"/> First Vehicle Permit			
<input type="checkbox"/> Second Vehicle Permit			
<input type="checkbox"/> Third or More Vehicle Permit(s)			
<input type="checkbox"/> Visitor Vehicle Permit * See Conditions for Visitor Parking Pass on reverse side	N/A	N/A	N/A

If the vehicle registration of the person applying for a residential parking permit is different from that of the resident address, provide a copy of one of the following showing you are an occupant:

- Lease Agreement
 Utility Bill
 Letter from Landlord

Regulations:

Expiry Date: Permits will expire on either June 30 or December 31 of the term-end year. Permits will be valid for the year's noted on the permit itself and will require re-application and replacement upon expiration.

Placement: Permits must be hung from the rear-view mirror or placed at bottom left side of the windshield (driver's side)

Note: A parking permit does not guarantee an on-street parking space, as parking shall remain open to all residents or visitors with valid permits.

Personal information on this application is collected under the authority of the City of St. Albert's Privacy Policy. It will be used for administrative purposes in connection with your application and enforcement purposes of the City of St. Albert Traffic Bylaw 18/2005.

For details of the City Residential Parking Program; please visit stalbert.ca and search "Residential Permit Parking" to view the Residential Permit Parking Process and Guidelines. Any questions about the program/collection or use of this information can be addressed to:

Engineering Department Ph: 780-459-1654

Applicant name (Printed): _____

Applicant Signature: _____ **Date:** _____

Internal Use Only
Date Received: _____

*** Conditions for Visitor Parking Pass:**

Expiry Date:	Permits will expire on either June 30 or December 31 of the term end year. The expiration date will be identified on the permit provided.
Placement:	Permits must be displayed either hung from the rear-view mirror or placed at the bottom left side of the windshield (driver's side).
Valid Area:	Permits are valid only within 1 block of the address on the permit application.
Purpose:	Visitor permits are for the use of the residents within those restricted residential parking areas to accommodate individuals who are visiting to park adjacent to, or in close proximity of the address being visited.
Responsibility:	It is the responsibility of the owner of the visitor parking permit to inform all members of the household and visitors on the correct use of the permits.
Not used For:	Allowing people to use your visitor permit to attend classes or for commuter parking <u>is contrary to the program guidelines and is considered abuse</u> . Any abuse of the visitor parking permit, confirmed by the City of St. Albert, will result in the cancellation of the current visitor parking permit issued to the household for the remainder of the permit year and the denial to renew visitor permits for the following permit year.

- By Signing this form, I (we, the household) agree to the conditions of the visitor parking pass.
- By not signing this form, the resident waves the right to obtain the visitor parking passes.

Signature of authorized resident
for Visitor Parking Pass

Print Name

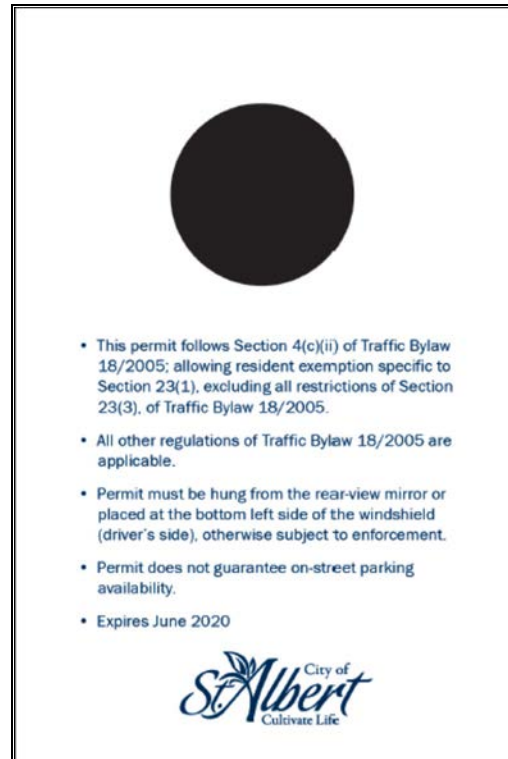
A6:

Residential Parking Permit Layout

Graphic 1: Household Permit (front)



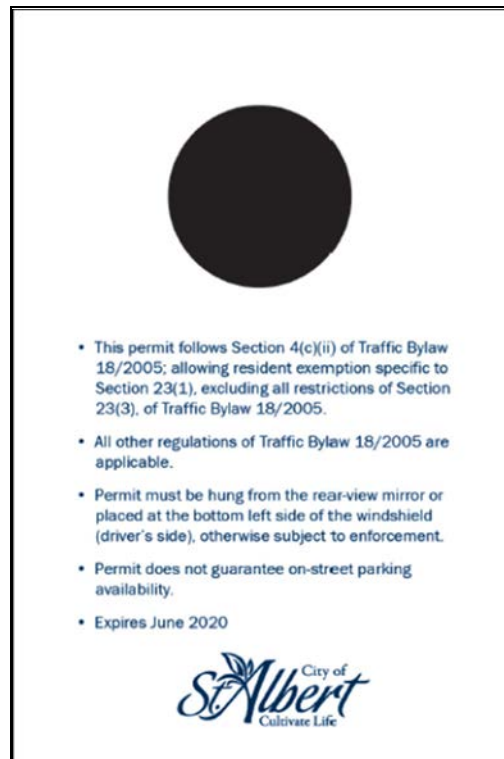
Graphic 2: Household Permit (back)



Graphic 3: Visitor Permit (front)



Graphic 4: Visitor Permit (back)



A7:

Vicinity Area Notification

Engineering Branch 5 St. Anne Street
Phone: 780-459-1654 St. Albert, AB T8N 3Z9
Fax: 780-458-1974 www.stalbert.ca
File: D200-Year

Date of Letter

Dear Homeowner on Street

Re: Residential Permit Parking Implementation In Area

This letter is to notify you, as a resident in the area, that a Permit Parking system will be applied to Street for all on-street parking on the roadway and that starting on month / Date / year, a physical permit will be required to be shown in any vehicle parking on Street between the hours of .

No action is required from you, as permits are available to only residents of the specific roadway to which the permit system is being applied; however, you should be aware of the parking restrictions. The intent of this letter is to provide notification and information on where you may go to find background or details related to the City's Residential Permit Parking Process and Guidelines.

For further information and details on the Residential Permit Parking Program, please visit stalbert.ca and type "Residential Permit Parking" in the search area for review of the **City's Residential Permit Parking Process and Guidelines**.

If you are unable to view the City's Residential Permit Parking Process and Guidelines online, a digital copy may be sent to you, or a request may be made for a hard copy, by contacting the City's Engineering Department at 780-459-1654.

If you have questions or would like to know more information about the process, please feel free to contact the undersigned.

Sincerely,

Contact / Representative

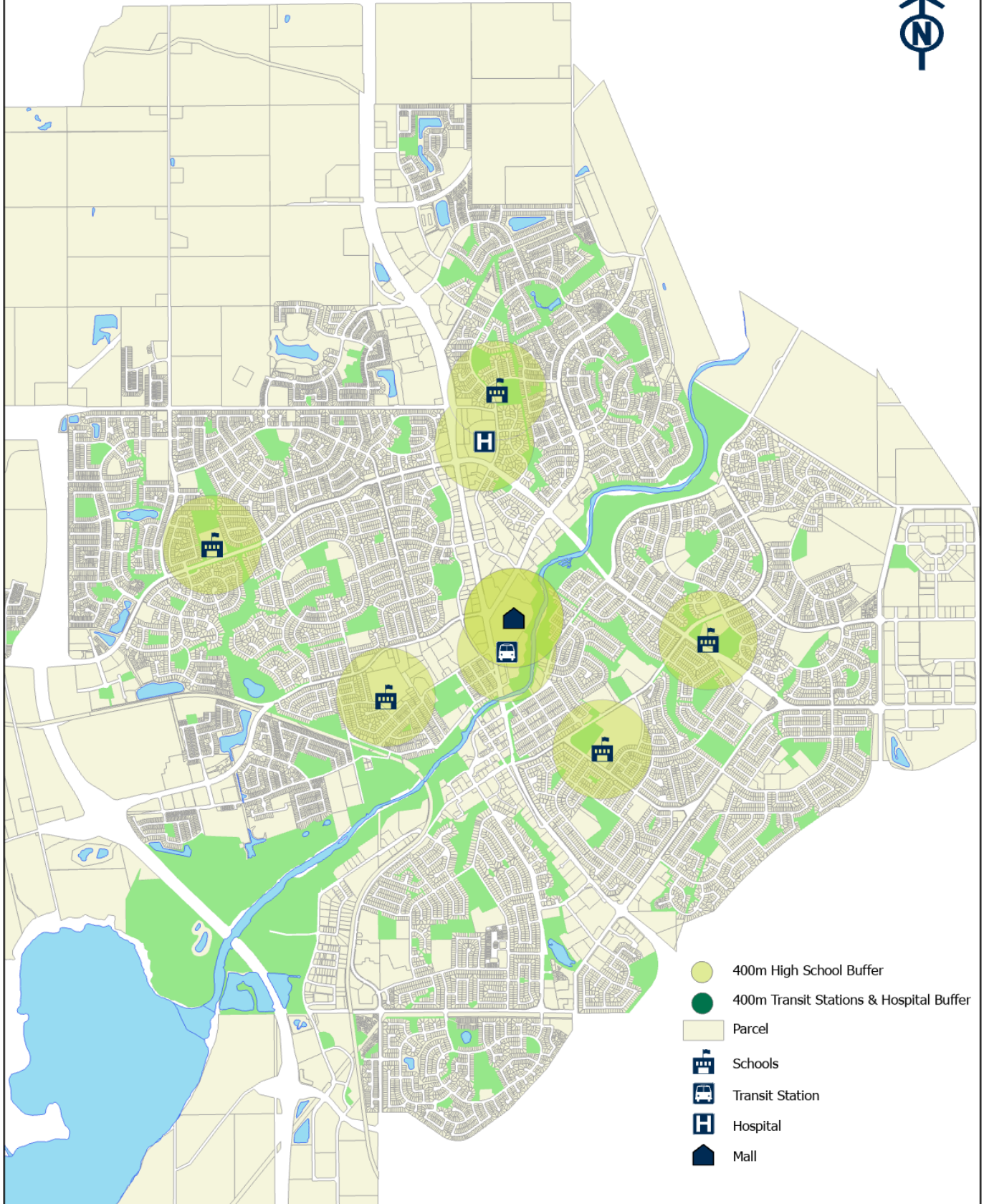
Title

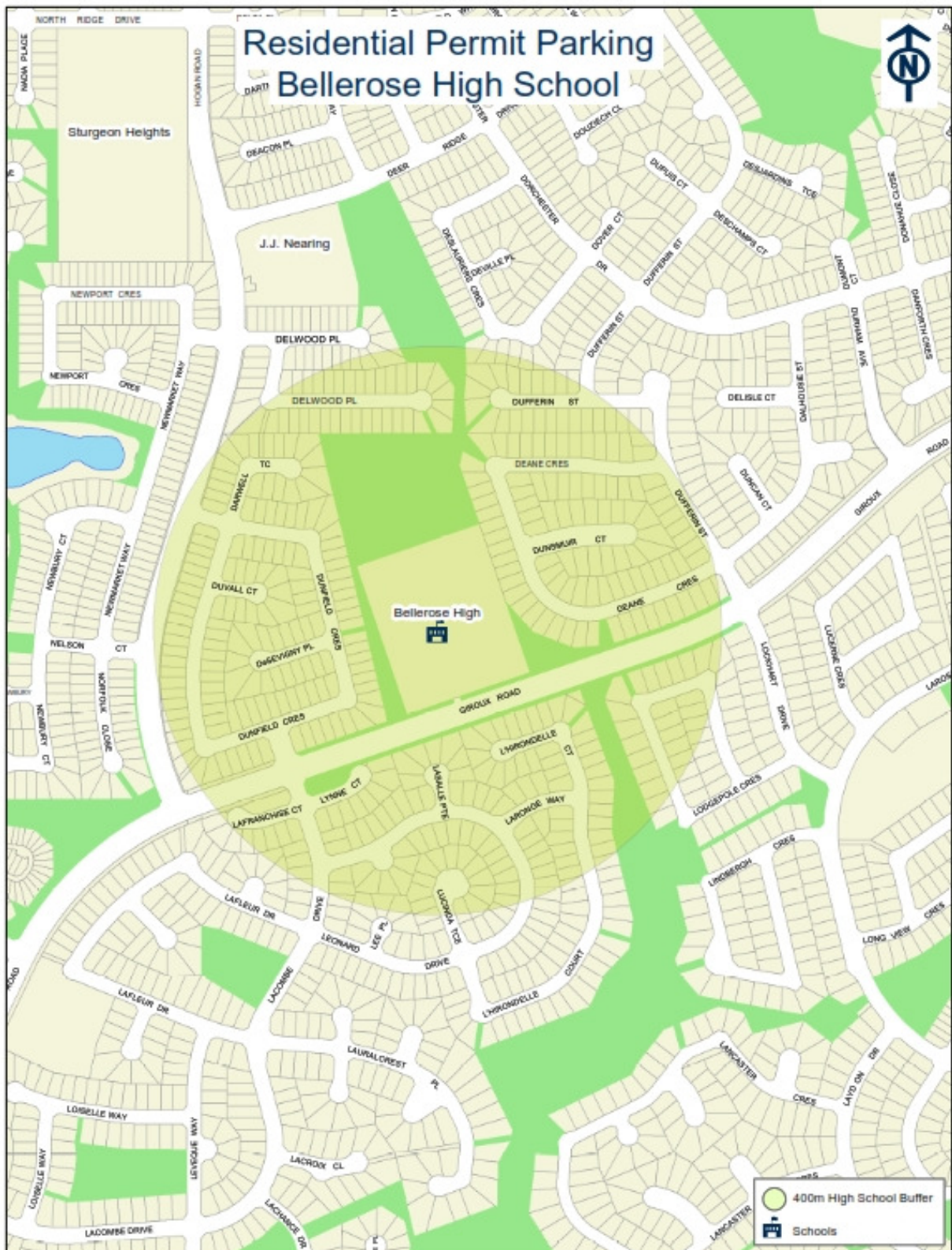
Email: email address

A8:

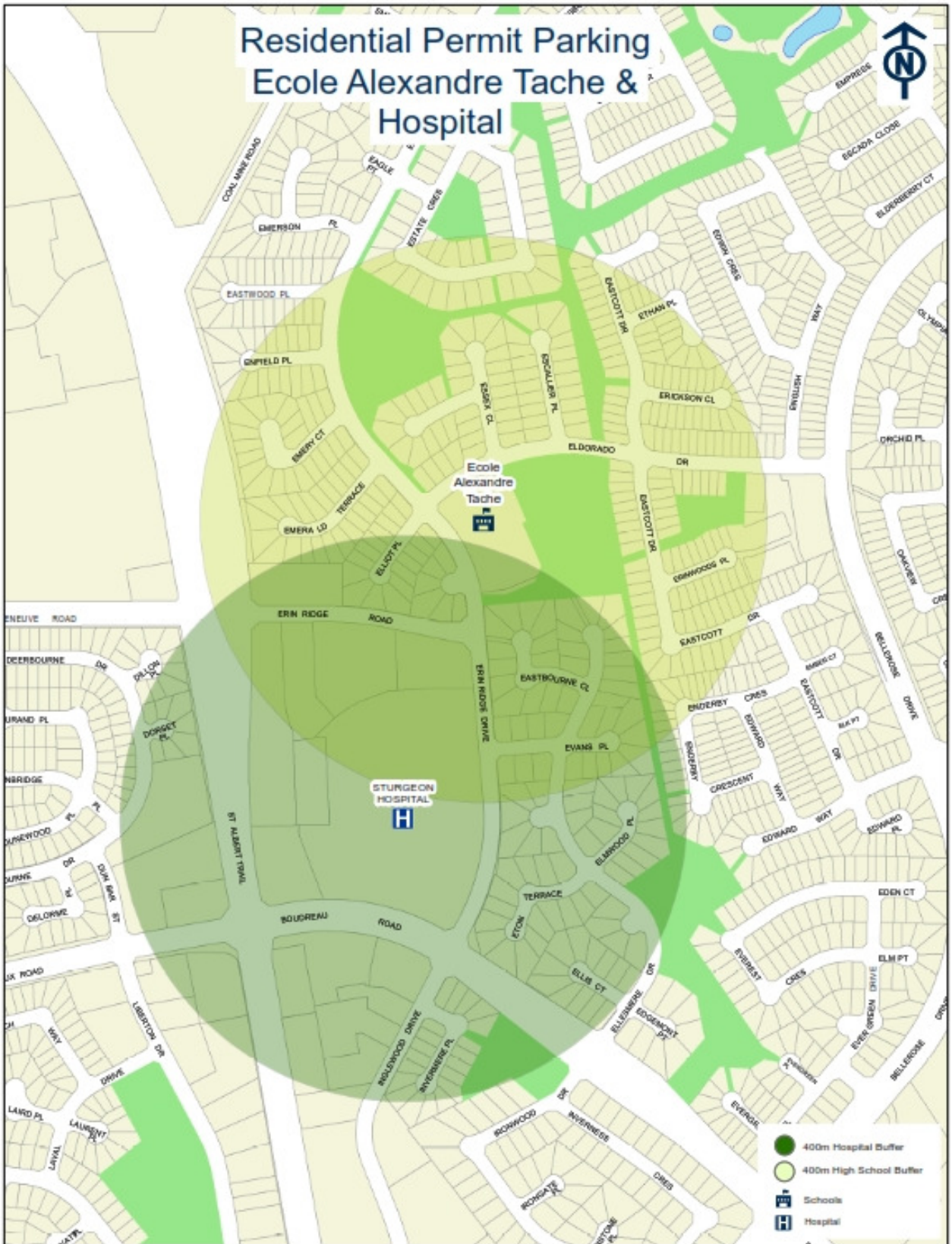
Candidate Roadways for Residential Permit Parking

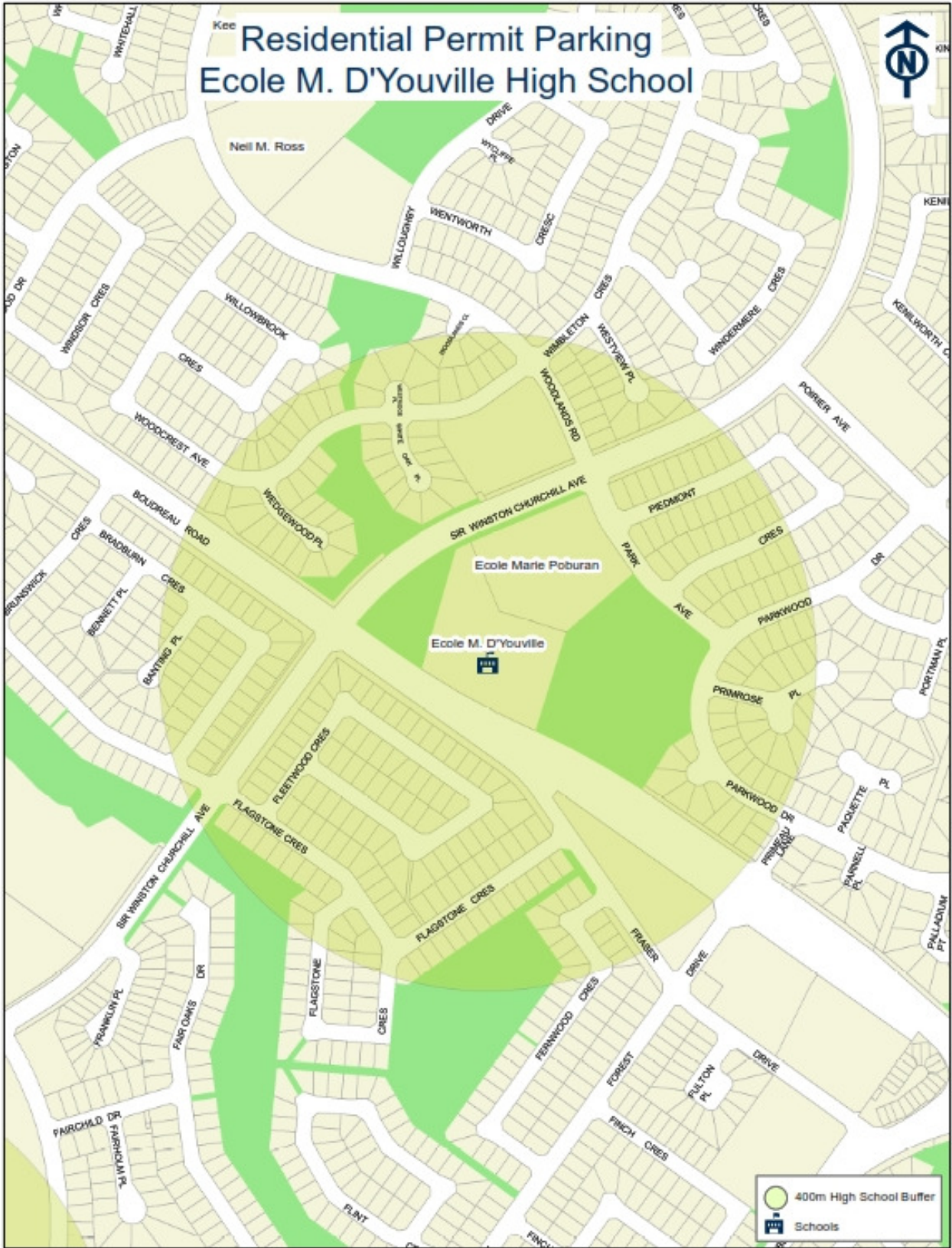
Residential Permit Parking Candidate Sites Overview





Residential Permit Parking Ecole Alexandre Tache & Hospital







Schedule A: Residential Permit Parking Candidate Locations

Community	Roadway
Braeside	
	Belmont Drive
	Bennett Place
	Bernard Drive
	Berrymore Drive
	Brunswick Crescent
Deer Ridge	
	Darwell Terrace
	Deane Crescent
	Delwood Place
	Desevigny Place
	Dufferin Street (south of #74 Dufferin Street)
	Dunfield Crescent
	Dunsmuir Court
	Duvall Court
Erin Ridge	
	Eastbourne Close
	Eastcott Drive (north of #58 Eastcott Drive)
	Eldorado Drive
	Ellesmere Drive
	Elliot Place
	Ellis Court
	Elmwood Place
	Emerald Terrace
	Emery Court
	Enfield Place
	Erickson Close
	Erinwoods Place
	Escallier Place
	Essex Close
	Eton Terrace
	Evans Place
Forest Lawn	
	Fairview Blvd (from Forest Drive to Fairchild Drive)
	Falcon Crescent

	Farmstead Avenue
	Forest Drive (from Cunningham Road to Farmstead Avenue)
Inglewood	
	Inglewood Drive
	Invermere Place
	Ironwood Drive
Lacombe	
	L'Hirondelle Court (north end up to Laronge Way)
	Lacombe Drive (north end up to Leonard Drive N)
	Lafranchise Court
	Laronge Way
	Lasalle Pointe
	Lee Place
	Leonard Drive (from Lacombe Drive to Laronge Way)
	Lester Crescent
	Lodgepole Crescent
	Lynne Court
Mission	
	Madison Avenue
	Malmo Avenue
	Maple Drive
	Marchand Place
	Marion Crescent
	Michener Place
	Milburn Crescent
	Mill Drive (from St Vital Avenue to Murial Crescent)
	Mont Clare Place
	Montcalm Crescent
	Mount Royal Drive
	Muir Drive

	Mural Crescent
	St Vital Avenue (from Mount Royal Drive to Mission Avenue)
Pineview	
	Parkwood Drive (from Primeau Lane to Portman Place)
	Piedmont Crescent
	Primeau Lane
	Primrose Place
Sturgeon	
	Sable Crescent (from Sunset Boulevard to Sylvan Drive)
	Salisbury Avenue (from Sunset Boulevard to Swallow Crescent (SE))
	Seymore Crescent
	Sorrel Crescent
	Sunset Boulevard (from Cunningham Road to Salisbury Avenue)
	Swallow Crescent
	Sylvan Drive
Woodlands	
	Westview Place
	Woodcrest Avenue
	Woodlands Close

*Note(s):

1) Candidate locations have been reviewed from the 400 m radius zone maps and adjusted within Schedule A to only identify roadways that are:

- a) Largely within the 400 m radius; those roadways that are “touched” by the 400 m radius and not clearly within the area have been identified on the maps but removed in Schedule A.
- b) Viable routes from the roadway location (from possible parking location) to the destination site.