



# CITY OF TAMPA

Pam Iorio, Mayor

PUBLIC WORKS DEPARTMENT

Parking Division

## PARKING DIVISION POLICY

### Residential Permit Parking

**Purpose:**

This policy shall explain the process by which a Residential Permit Parking Program is established and enforced.

**Scope:**

This policy includes any neighborhood within the City of Tampa limits

**Policy:****Establishing a Residential Permit Parking Program**

The intent of a Residential Permit Parking Program is to promote the balance of limited parking availability so that neighborhood residents needs are first served.

The following steps describe the procedure for establishing a residential parking program (RPP) within the City of Tampa:

1. Residents or neighborhood groups submit a letter to the Parking Manager indicating interest in residential permit parking.
2. Neighborhood representatives confer with the Parking Manager and tentative boundaries are established.
3. On-Street parking occupancy surveys are performed by the Transportation Division to determine the appropriate parking regulations for the established boundaries. If occupancy studies support the project, then Transportation shall provide a concept design of the parking plan.
4. Department of Public Works (to include Transportation Division and Parking Division staff) to hold a neighborhood public hearing to present and seek approval for the concept design. As a function of the neighborhood meeting, a program-funding source will need to be identified.
5. Meeting minutes from the public hearing are mailed to area residents and business owners regarding the proposed boundaries, parking regulations and funding requirements.
6. Once funding is approved and a consensus favoring creation of a residential parking program is reached within the affected community, the Parking Manager will submit a written recommendation to the Administration and City Council for approval.
7. Once approved, the residential permit parking boundaries are added to the established schedule of fees for parking related activities pursuant to Section 15-26 within the Tampa City Code. Also, a detailed design (preparation of individual work requests for each sign) will be completed by Transportation.
8. Within 45 days of approval, the Transportation Division will complete the required work requests and oversee the installation of the signs and necessary pavement markings.



# CITY OF TAMPA

Bob Buckhorn, Mayor

PUBLIC WORKS DEPARTMENT

PARKING DIVISION

## DPW Policy for Establishing a Residential Parking Program (RPP)

The following steps describe the procedure for establishing a residential parking program (RPP) within the City of Tampa:

1. Established Neighborhood Associations submit a letter to the Parking Manager indicating interest in residential permit parking.
2. Neighborhood Association representatives confer with the Parking Manager and tentative boundaries are established.
3. On-Street parking occupancy surveys are performed by the Transportation Division to determine the appropriate parking regulations for the established boundaries. If occupancy studies support the project, then Transportation shall provide a concept design of the parking plan.
4. Department of Public Works (to include Transportation Division and Parking Division staff) to hold a neighborhood public hearing to present and seek approval for the concept design. As a function of the neighborhood meeting, a program-funding source will need to be identified.
5. Meeting minutes from the public hearing are mailed to area residents and business owners regarding the proposed boundaries, parking regulations and funding requirements.
6. Once funding is approved and a consensus favoring creation of a residential parking program is reached within the affected community, the Parking Manager will submit a written recommendation to the Administration and City Council for approval.
7. Once approved, the residential permit parking boundaries are added to the established schedule of fees for parking related activities pursuant to Section 15-26 within the Tampa City Code. Also, a detailed design (preparation of individual work requests for each sign) will be completed by Transportation.
8. Within 45 days of approval, the Transportation Division will complete the required work requests and oversee the installation of the signs and necessary pavement markings.
9. As of this time, the Parking Division will begin administering the residential parking permits with the intent to begin enforcement of the program once the signs and markings have been installed.