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City of Santa Fe
Parking Division

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Residential Parking Permit (RPP) Policies and Procedures

PLEASE READ THE FOLLOWING RESIDENTIAL PARKING PERMIT (RPP) POLICIES AND PROCEDURES CAREFULLY TO ENSURE THAT RPP PERMITS ARE INSTALLED ON THE VEHICLE CORRECTLY AND STRICTLY USED IN PERMIT SPECIFIC AREAS ONLY. VEHICLES WITH OR WITHOUT RPP PERMITS THAT ARE PARKED IN VIOLATION OF THESE POLICIES WILL BE CITED AND MAY BE TOWED AT VEHICLE OWNER'S EXPENSE.

1. The Residential Parking Permit (RPP) program is designed for the convenience of the residents who have opted to be a part of the RPP program in their neighborhood. There are nine (9) RPP Districts. The primary RPP permit enables the resident to whom the permit has been issued to conveniently park a permitted vehicle within the boundaries of the individual block their residential street address is located.
2. The Parking Division will establish a RPP zone within the nine (9) qualifying RPP Districts upon receipt of a petition from residents requesting that a RPP zone be established within a block of a street or the entire length of a street which is located in any of the nine (9) established RPP Districts. The petition shall only be signed by property owners owning residential properties on a qualifying street block or entire length of a street. The petition shall be signed by 50% plus (+) 1 of the property owners seeking to establish a RPP zone in their block or street. Upon verification of the signatures and certification of requested RPP location as falling within the boundaries of the established nine (9) RPP Districts, the request shall be approved and an RPP program shall be established in the requested area within ninety (90) days from the date of the approval.
3. The petition to establish a RPP zone shall have the following:
 - ❖ Name of Residential Property owner
 - ❖ Street address of the Residential Property
 - ❖ Residential Property Owner contact information
 - Phone number
 - Email address

4. Residential Parking Permits **are not** valid at the following locations:
 - a. Outside the block boundaries of the physical street address permit is issued for or in/adjacent to any non-residential and commercial areas
 - b. Primary/secondary roads or alleys
 - c. Off street car parks
 - d. Metered zones
 - e. Timed parking zones
 - f. Loading zones, painted curbs, bus zones, disabled parking zones, fire lanes and or fire hydrants, no parking zones and all other prohibited zones
5. Permits shall be installed exactly as shown in enclosed diagram and in compliance with the RPP Policies.
6. Permits are not transferable.
7. Permits cannot be loaned or sold to others.
8. Permits are issued at City's sole discretion. No more than 2 residential parking permits will be issued per valid address upon verification of residency and approval of application.
9. The City of Santa Fe reserves the right at its sole discretion to change, modify or cancel the Residential Parking Permit program at any time by giving residents a thirty (30) day written notice of cancellation.
10. Property owners living in an established RPP zone who wish to cancel the RPP requirement shall submit to the Parking Division A Request to Cancel RPP which must be accompanied with a petition signed by 50% plus (+) 1 of the property owners who own residential property within the specific established RPP zone. Upon verification of the petition signatures the Parking Division at its sole discretion shall decide to accept or reject the request to cancel. In the event the request to cancel has been rejected, the Parking Division will provide justification for the decision within thirty (30) days from date of decision. When a request to cancel has been accepted and approved, the specific RPP program shall be cancelled within ninety (90) days from the date of approval of the RPP cancellation request.
11. Misuse of permits or violation of the Residential Parking Permit policies will result in the immediate cancellation and revocation of the Primary RPP permit, including all Visitor Permits issued to the Primary RPP permit holder.

Additional Information

Permit Application and Usage

Residential Parking Permit Applications are available online at:

http://www.santafenm.gov/parking/apply_for_a_parking_permit

- Proof of residency and/or vehicle ownership must be supplied with all applications as outlined on the application form.

Required information for RPP permit application approval:

- RPP Permit is issued to a specific vehicle upon verification of ownership. Proof of ownership may be established with the submission of a valid vehicle registration card issued by the MVD, current utility bill and proof of insurance.

A new RPP application shall be submitted each time a permitted vehicle is replaced or registration information has changed.

The original RPP permit must be returned to the Parking Office, damaged or not, when a new or replacement permit is requested for a previously permitted vehicle. It should be noted that replacement RPP permit decals will not be issued unless the original RPP permit decal (damaged or not) is returned to the Parking Office when the permit replacement request is made.

Permits are the property of the City of Santa Fe and issuance of a RPP permit does not constitute transfer of ownership to a third party under any circumstances.

RPP Permits must be affixed to the left corner of the vehicle's rear bumper. (Refer to diagram enclosed with this Policy)

Visitor Permits

Visitor permits are issued to residents who have been issued and have a valid Primary RPP permit and are in good standing. The visitor permits are issued to accommodate guests of a RPP permitted residence and maybe used multiple times until the expiration date of the Visitor permit. A Visitor RPP permit entitles a vehicle displaying the visitor RPP permit to park up to ten (10) days within the block boundaries of the Primary RPP permit holder's physical street address and in accordance with the RPP Policies.

The visitor RPP permit does not entitle the user to continuously park a vehicle indefinitely in any RPP Area. All posted signs and curb markings must be strictly adhered to. Violators of this policy will be cited and/or towed at owner's expense.

Each primary RPP permit in good standing is eligible to receive one (1) visitor permit per year but not to exceed two (2) visitor permits per approved RPP residence. Additional visitor permit/s may be issued at the sole discretion of the Parking Division.

Visitor permits must be placed on the dashboard on the driver's side of the vehicle. All permit details including permit expiration date must be clearly visible from outside the vehicle in order for the visitor permit to be valid.

Definition

RPP Block – is defined as that section of a RPP street which is located in an approved RPP district and is between two streets which either meet or intersect the RPP street creating a RPP block. A RPP block or street must be within the established boundaries of a RPP District. There are nine (9) established RPP Districts.