

# RESIDENTIAL PERMIT PARKING PROGRAM

## ADMINISTRATIVE GUIDELINES

Effective April 1, 2021

(Revised October 2021)

**Note: The County will start issuing Group Home and School Staff permits for program year 2022-2023 starting on April 1, 2022.**

### **Eligibility**

All housing types, including Accessory Dwellings (AD), are eligible to petition and apply for participation in the County's Residential Parking Permit (RPP) Program, with some exceptions. Developments built by Site Plan, Unified Residential Development, Unified Commercial Mixed-Use Development, Commercial Centers Form-Based Code Use Permit, or Neighborhoods Form-Based Code Use Permit are ineligible to petition or participate in the RPP program. Housing built by-right that is subsequently redeveloped with a Site Plan, Unified Residential Development, Unified Commercial Mixed-Use Development, Commercial Centers Form-Based Code Use Permit, or Neighborhoods Form-Based Code Use Permit may continue to be eligible to petition and apply for RPP, but only if the County Board adopts such permission as a condition of the approved Site Plan or Use Permit.

*Note: If an eligible multi-family dwelling contains a commercial/retail establishment on the first floor of the building, then the block face adjacent to the retail area is not eligible for residential permit parking. Additionally, block faces with no address points, i.e. green spaces and parks, or adjacent to a street that is not managed by Arlington County are ineligible for RPP zoning.*

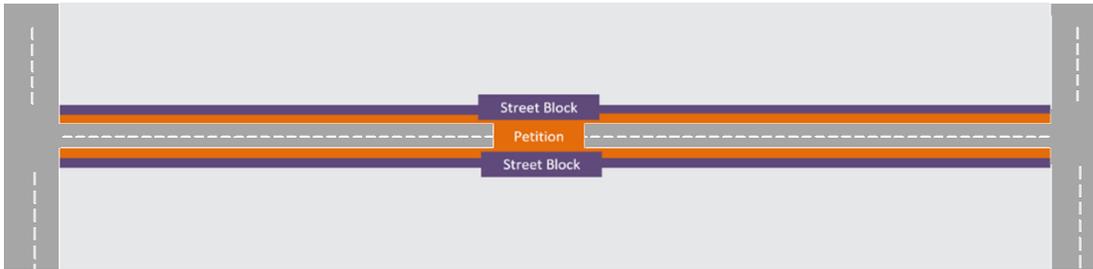
### **Steps for Establishing Permit Parking**

Regardless of the type of residential dwelling, whether single-family or multi-family, residents requesting permit parking on their street blocks (defined as both sides of a street between two intersections or an intersection and the end of the street) must submit a petition to the County.

1. A RPP eligible resident or group of residents living on the same block must contact the County to request a petition form and designate an individual as a point-of-contact for the petition. Only households addressed to the petitioned street block may participate in the petition.
2. The point of contact must circulate the Arlington County-provided petition form to all RPP eligible households on both sides of petitioned street block (Figure 1), in case of a T-Intersection up to the T-intersection on both sides of the street block (Figure 2).

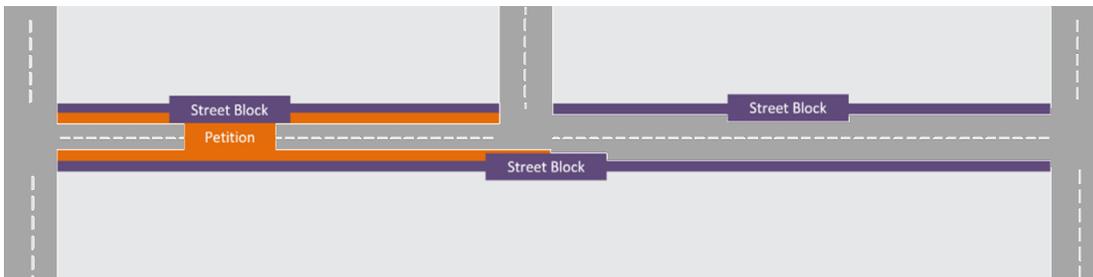
### Figure 1: Regular Intersection Petition

All RPP eligible households (orange line) addressed to the petitioned street blocks must receive the petition.



### Figure 2: T-Intersection Petition

RPP eligible households addressed to the street block up to the T-intersection (Orange line) must receive the petition.

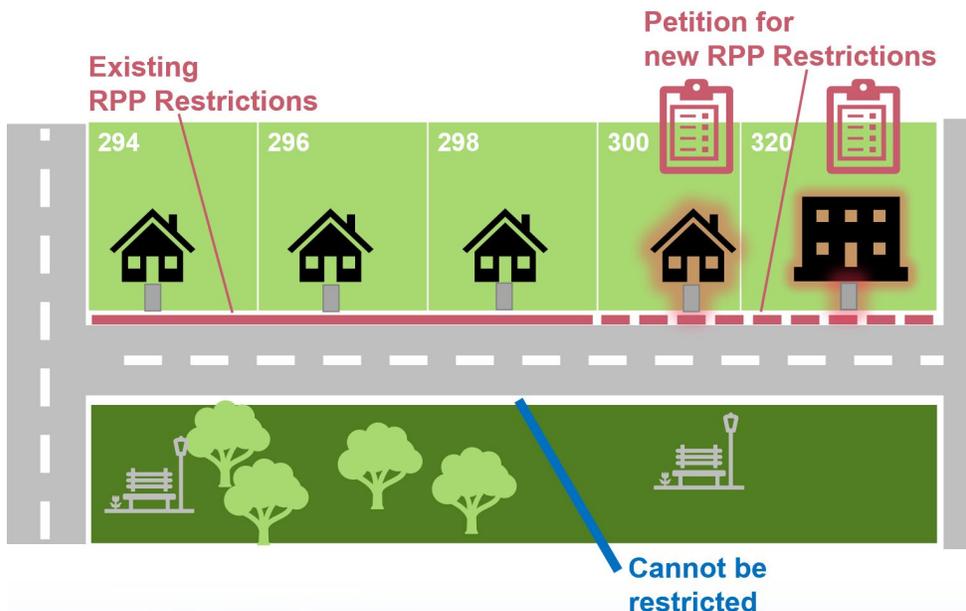


The petition form includes street block information, proposed RPP enforcement times and signature lines for each household.

3. In case of street blocks where restrictions are already in place on certain sections of the street (Figure 3), only eligible households on unrestricted street sections may petition to become part of the program.

### Figure 3: Partial Street Block RPP Petition

In this example, only RPP eligible households residing in the homes adjacent to the unrestricted street section may apply for new restrictions. Block faces without address points may not be restricted.



4. At least 80% of the RPP eligible households addressed to the petitioned street block (or street block section) must be in favor of establishing or changing residential permit parking. Petitions may be signed by only one member of a household.
5. Once the petition has been endorsed by 80% of the affected households on each street block, the County conducts field surveys to determine if the area under investigation warrants residential permit parking.
6. RPP staff will take three to five parking surveys over a 30-day period to determine if more than 85% of the total parking spaces on each street block are consistently occupied. The studies may not be conducted during the RPP renewal period (April 1<sup>st</sup> – July 1<sup>st</sup>), in the summer, or on school and/or County holidays. Petitions received during the annual RPP permit renewal period (April 1 to June 30) will be considered after the renewal period ends.

*Note: Paragraphs 5 and 6 together constitute the 80/85 rule used to determine if permit parking is warranted.*

7. Arlington County considers the following factors when determining whether a new permitted block should be annexed to an existing zone or start a new zone: size (zones no larger than 1/2 mile in any direction), land use characteristics (excluding housing density), location of major or minor arterials, location of physical and natural boundaries, parking capacity of the street, and civic association boundaries.
8. If the qualifications in paragraphs 5 and 6 are met and staff determine the block(s) will be added to an existing zone, that new permit parking is effective immediately. If the qualifications in paragraphs 5 and 6 are met and staff determine that a new zone must be established, the establishment of the new zone will be effective the following July. Petitions for permit parking may be submitted to the County throughout the year but must, for purposes of establishing a new zone, be received by December 31 to establish permit parking by the following July.
9. The County sends notifications to each address within the newly approved zone or added block with the following information:
  - a. Boundaries of the new zone,
  - b. The effective date of the zone,
  - c. The specific rules and regulations for the zone, to include the hours when parking will be restricted, and
  - d. The procedures for obtaining parking permits.
10. The County then posts signs restricting parking to vehicles displaying an Arlington County residential parking permit or pass with the appropriate zone indicator. Along boundary street blocks where two zones meet, the County posts signs allowing permit holders of either zone to park.
11. After applying the 80/85 rule, if the qualifications are not met, then the residents must wait one calendar year before requesting again for a residential parking program on those blocks.
12. In order to begin the process to establish permit parking, residents may obtain Arlington County petition forms in person, by email or by fax at:

Arlington County Government  
Department of Environmental Services  
Transportation Engineering and Operations Bureau  
2100 Clarendon Boulevard, Suite 900

### **Hours of Parking Restrictions**

Hours of parking restriction are fixed on a block-by-block basis. Street blocks within one zone may have different hours of restriction. The hours of restriction may be chosen at the County Manager or designee's discretion.

1. The permit parking zone hours of restriction must fall within one or more of the following categories:
  - a. 8:00 a.m. – 5:00 p.m. Monday – Friday
  - b. 8:00 a.m. – 5:00 p.m. Saturday/Sunday
  - c. 5:00 p.m. – 1:00 a.m. Monday – Friday
  - d. 5:00 p.m. – 1:00 a.m. Saturday/Sunday
2. Steps for changing current hours of restriction to another period of time (listed above) to restricted street blocks are as follows:
  - a. Arlington County-provided petition forms must be circulated by the applicant to all of the households on both sides of the petitioned street block, in case of a T-intersection up to the T-intersection on both sides of the street block. The petition form includes street block information, parking enforcement times requested and signature lines for each household.
  - b. At least 80% of the households on the block must be in favor of changing the hours of restrictions for the block. Petitions may be signed by only one member of a household.
  - c. Once the petition has been endorsed by 80% of the eligible households on each block (including households in eligible multi-family building(s)), the County conducts field surveys to determine if the time under investigation warrants a change in the hours for permit parking.
  - d. At least two parking surveys are taken to determine if the new hours requested meet the greater than 85% of the total spaces per street block occupied threshold.
  - e. If the qualifications in c. and d. above are met, the County sends notifications to the residents on the affected block(s) and changes the permit parking signs in the affected area to the new times.
  - f. If the qualifications in c. and d. above are not met, the residents may re-petition after one calendar year.

### **Steps for Subdividing a Permit Parking Zone**

Residents may request the County subdivide their zone if it is larger than ½ mile diameter.

The steps are as follows:

1. The process begins when at least one household on at least one restricted street block requests their block to be examined to see if it is part of a zone with a diameter larger than ½ mile.
2. If staff determines that the zone is larger than ½ mile in diameter, the County conducts a review to determine the appropriate boundary of the new zone. Arlington County considers the following factors when determining new or subdividing existing zones with each residential permit parking request: size (eventual zones have a diameter no

larger than ½-mile ), land use characteristics besides housing density, location of major or minor arterials, location of physical and natural boundaries, location of a traffic generator, parking capacity of the street, and civic association boundaries.

3. After the determination of the new zone boundaries, the County will distribute a petition for the new zone, and at least 80% of the current permit holders in the proposed new zone must sign their approval of the change.
4. Petitions for subdividing a zone may be submitted to the County throughout the year but must be received by December 31 in order to change the zone boundaries by the following July. Petition received during the RPP permit renewal period (April 1<sup>st</sup> to June 30<sup>th</sup>) will be processed after the renewal period ends.
5. If the new zone is approved, the County sends notification to each address within the new zone with the following information:
  - a. Boundaries of the new zone,
  - b. The effective date of the zone,
  - c. The specific rules and regulations for the zone, to include the hours when parking will be restricted, and
  - d. The procedures for obtaining parking permits.
6. The County then changes the permit parking signs in the affected area to the new zone number.
7. If the condition of point 3. above is not met, the resident(s) living within the proposed, smaller zone may re-petition for a zone split after one calendar year.
8. The County Manager may initiate the split of a zone if staff finds that the zone size contributes to high parking occupancy in some areas of the zone due to, for example, individuals driving from their home and parking in another part of the same zone to access community facilities, commercial areas, or transit.
9. In order to subdivide a zone, residents may obtain Arlington County petition forms by contacting the County in person, by email, or by fax at:

Arlington County Government  
Department of Environmental Services  
Transportation Engineering and Operations Bureau  
2100 Clarendon Boulevard, Suite 900  
Fax: 703-228-3719  
Website: [www.parkarlington.com](http://www.parkarlington.com)  
Email: [park@arlingtonva.us](mailto:park@arlingtonva.us)

### **Steps for Removing Permit Parking on a Block**

In some cases, residents of a street block no longer want or need permit parking because of changes in street, traffic or parking patterns. The steps to remove permit parking on a street block are as follows:

1. The County-provided petition form must be circulated to all of the households on both sides of the petitioned street block, in case of a T-intersection up to the T-intersection on both sides of the street block.
2. The petition must be signed by at least 80% of the street block neighbors including those living within eligible multi-family building(s).
3. If 80% required signatures are met, the County will remove parking signs on the block. Notification letters will be mailed to the residents of the block.
4. If residents wish to re-instate residential permit parking on the block, residents may

re-petition no earlier than one year after the original petition to remove permit parking was approved.

5. The County Manager may initiate the removal of restrictions if staff finds that the restrictions were improperly granted or the restrictions create an undue on-street parking hardship for residents near the restricted streets. Not being able to park in front of one's residence will not be deemed an undue hardship.
6. Petitions for removing restrictions may be submitted to the County throughout the year but must be received by December 31 in order for removal to occur by the following July. Petitions received during the RPP permit renewal period (April 1 to June 30) will be processed after the renewal period ends.

### **Steps for Adding Paid Hourly Parking**

Residents may request paid hourly parking restrictions because of changes in parking demand. The steps to request paid hourly parking on a street block are as follows:

1. A resident or group of residents living on the same block may petition the County to add paid hourly parking on their street block.
2. The petition must be signed by at least 80% of the street block neighbors and/or multi-family building(s).
3. If the petition has been endorsed by 80% of the affected households on each street block, the paid parking restrictions may be approved.
4. The County sends notification to each address on the petitioned block and changes the permit parking signs and payment infrastructure in the affected area to allow for paid hourly parking.

### **Steps for Removing Time-Limited Parking**

Residents may request the removal of grandfathered time-limited parking restrictions because of changes in parking demand. The steps to remove time-limited parking on a street block are as follows:

1. A resident or group of residents living on the same block may petition the County to remove grandfathered unpaid time-limited parking restrictions on their street block.
2. The petition must be signed by at least 80% of the street block neighbors and/or multi-family building(s).
3. Once the petition has been endorsed by 80% of the affected households on each street block, the County conducts field surveys to determine if the area under investigation warrants the removal of the time-limited parking restrictions.
4. At least two parking surveys are taken to determine if more than 85% of the total parking spaces on each street block are consistently occupied.
5. If the removal of the time-limited parking restrictions is approved, the County sends notification to each address on the petitioned block and changes the parking signs.

### **How to Receive a Vehicle-Specific Permit, FlexPass, and Visitor Passes**

All permits in this section are valid for one fiscal year, or the period between July 1 and June 30 of the following year. These permits must be renewed on an annual basis. In order for residents to have their permits and passes in advance of the new permit year, a renewal period begins on April 1 of each year. Permits for the coming fiscal year ordered and received after April 1 but before June 30 are valid on July 1.

A residential parking permit does not guarantee a parking space. Spaces are available on a first-come-first-served basis to all permit/pass holders of that zone.

All households in a permitted zone are eligible to receive vehicle-specific permits, a FlexPass, and visitor passes as follows:

1. In order to receive a vehicle-specific permit, FlexPass, and/or visitor passes, a parking zone resident must:
  - a. Complete an [RPP program application](#). A renewal application is sent to each eligible household annually for accurate record keeping,
  - b. Show proof of residency (Virginia Driver's License, lease or mortgage document, utility bill, etc.)
  - c. Have their vehicle registered with the Commissioner of Revenue Office (only applies to vehicle-specific permits)
  - d. Pay appropriate fees.
2. Temporary permits may be issued to the applicant at the discretion of the Division of Transportation while residents wait for their permit materials to arrive. The temporary permit is free of charge and valid for up to 45 days.
3. A maximum of two (2) vehicle-specific permits for households with off-street parking appurtenant to the household (e.g. driveway, garage, carport, or parking lot/garage) and four (4) vehicle-specific permits per household without off-street parking is allowed. The applicant's vehicles need to be registered with the Commissioner of Revenue vehicle tax registration to receive the vehicle-specific permit.
4. Each eligible household may receive, in lieu of the first vehicle-specific permit, one (1) FlexPass, which is a dashboard placard that can be used by residents or their visitors. The FlexPass may not be sold or transferred. If a FlexPass is sold or transferred to someone not visiting the residence, the result will be forfeiture of receiving a FlexPass for the current and following year. The FlexPass is designed to deter duplication and is clearly marked with the residence address and zone number.
5. Short-term visitor passes are used as a supplement to the FlexPass. Short-term visitor passes are paper passes for display on the dashboard, clearly marked with the residence address and the zone number. Each pass is valid for up to three (3) consecutive days, and in order to use a pass, residents must mark with a pen the days that the pass is valid by punching out the date circles and writing in the effective dates. Vehicles parked on-street with improperly marked short-term visitor passes will be ticketed. Short-term visitor passes may not be sold or transferred to people not visiting the assigned residence, and violations of this provision will result in forfeiture of receiving the short-term visitor passes for the current and following year. Residents are eligible for 100 short-term visitor passes per year, which are sold in books of 20.
6. Residents may apply for vehicle-specific permits, the FlexPass, and short-term

visitor passes online, in person, or by fax to:

Arlington County Government 2100  
Clarendon Blvd, Suite 215,  
Fax: 703-228-3719  
Website: <https://rppp.arlingtonva.us/>  
Email: [park@arlingtonva.us](mailto:park@arlingtonva.us)

### **Special Permits Available to Non-Residents**

The following permits are available to non-residents for specific situations:

1. **Landlord Permit:** Non-resident property owners are eligible to receive one (1) Landlord Permit, a dashboard placard that may only be used by the non-resident property owner while visiting the address shown on the pass. When applying for the permit, proof of eligibility must be provided (e.g. mortgage document; listing in [Arlington County property search](#)). A resident may have full access to residential parking passes for a zone in which they live (under the section above) and also have access to a Landlord Permit for a zone in which they do not live. The Landlord Permit may not be sold or transferred to people not visiting the assigned property. Selling or transferring the Landlord Permit will result in forfeiture of receiving a Landlord Permit for the current and following year.
2. **Good in All Zones Permit:** This is a vehicle-specific permit issued to eligible health care workers and social workers (e.g., home-health aides, social workers, providers of at-home religious services, etc.) who conduct multiple site visits to multiple homes in the County. The permits enable the workers to park on permit parking restricted blocks while serving residents on those blocks. "Good in All Zones" permits may only be used while conducting business in permit parking areas. Vehicles belonging to individuals not providing a service are subject to ticketing and the individuals issued the permit having their privileges suspended. When applying for the permit, employees must provide a signed employer confirmation form as proof of eligibility.
3. **Group Home Staff Permit:** One (1) annual vehicle and zone-specific permit may be issued to employees of group homes within an RPP zone. When applying for the permit, employees must provide a signed employer confirmation form as proof of eligibility.
4. **School Staff Permit:** One (1) annual vehicle and zone-specific permit may be issued to employees of elementary, middle, or high schools when 50% or more of the streets immediately abutting the school property have RPP restrictions on one or both sides. The number of permits per school is capped at the number of staff who regularly work at the school less the number of off-street parking spaces provided less the number of unrestricted parking spaces on the streets immediately abutting the school property (Figure 4). Permits will be issued on a first-come-first-served basis. When applying for the permit, employees must provide a signed employer confirmation form as proof of eligibility.

#### Figure 4: School Permit Number Calculation

In this example, a school would not be eligible to receive RPP school permits.

82	(Staff at school)
- 83	(Off-street spaces)
- 0	(Adjacent unmanaged spaces)
<hr/>	
-1	(Max number permits)

As of October 2021, there are four schools that meet the 50% rule. However, after applying the calculation based on staffing, off-street spaces, and adjacent unmanaged spaces, none of the schools are currently eligible to receive RPP materials.

5. **Contractor Permit:** Zone-specific temporary dashboard placard valid for three months may be issued for contractors, to either the resident who is having contractor work done at the RPP eligible address or to the contractor who is working on a premise within an RPP zone. When applying for the permit, proof of eligibility must be provided (e.g. the resident provides the Virginia Driver's License, lease or mortgage document, or utility bill; the contractor provides the contract for property address within an RPP zone, a letter or e-mail from the owner of the property or a resident of that property, etc.)
6. Non-residents may apply for these non-residential permits online, in person, or by fax to:

Arlington County Government 2100  
Clarendon Blvd, Suite 215,  
Fax: 703-228-3719  
Website: <https://rppp.arlingtonva.us/>  
Email: [park@arlingtonva.us](mailto:park@arlingtonva.us)

#### **How to Replace Permit**

1. All permit materials are replaceable, though some with conditions. The Parking Office Staff within the Department of Environmental Services (DES) has developed a Residential Permit Parking Program Replacement Policy which can be found at <https://transportation.arlingtonva.us/parking/residential-permit-parking/> in order to help residents and non-resident RPP permit holders obtain replacement parking materials. When a permit is damaged, stolen, lost, or if a vehicle is traded in, etc., this policy provides guidance on the documentation needed to request replacement parking materials of each type.
2. A permit holder must always complete an Affidavit in order to obtain a replacement permit. Affidavits may be completed online on [the Residential Permit Park Program website](#) or in person at 2100 Clarendon Blvd, Suite 215.

#### **Grandfathering**

The RPP program as approved by the Arlington County Board on February 20, 2021, only grandfathers existing zone boundaries and hours of restrictions, and the allowance of time limited parking for non-permit holders as it exists as of February 20, 2021, into the current program. If residents of an existing zone request a change of hours of restriction, the zone boundaries may be changed at the discretion of the County.

## **Fees and Administration**

1. Beginning April 1, 2021, user fees are:
  - a. \$40 per year for the first vehicle-specific permit
  - b. \$55 per year for the second vehicle-specific permit
  - c. \$65 per year for the third vehicle-specific permit
  - d. \$150 per year for the fourth vehicle-specific permit
  - e. \$40 per year for the FlexPass (only available in lieu of the first vehicle-specific permit)
  - f. \$5 for the first short-term visitor pass book, and \$10 for each additional book, with a maximum of five (5) books annually
  - g. \$40 for the Landlord permit
  - h. \$40 for the "Good in All Zones" permit
  - i. \$10 for Contractor Permit (short-term only, see description above)
  - j. \$40 for the School Staff permit
  - k. \$40 for the Group Home Staff permit
2. All permits and passes, except the short-term visitor pass book, requested for current permit year and received between January 1<sup>st</sup> and June 30<sup>th</sup> will be prorated at 50% of prices of that year.
3. FlexPasses and Landlord Permits for the current fiscal year are not issued between April 1<sup>st</sup> and June 30<sup>th</sup>; during that time, residents or landlords can purchase a FlexPass or Landlord Pass for the coming fiscal year.
4. Residents who qualify for certain assistance programs may receive a 50% discount on the fee for each of the vehicle-specific permits, the FlexPass, the Short-Term Visitor Pass books, and the Landlord Permit. No less often than once per fiscal year, residents must show proof of qualification for one or more of the following programs:
  - a. Supplemental Nutrition Assistance Program (SNAP)
  - b. Women Infants, and Children (WIC)
  - c. Temporary Assistance to Needy Families (TANF)
  - d. Supplemental Security Income (SSI)
  - e. Social Security Disability Insurance (SSDI)
  - f. Low Income Home Energy Assistance Program (LIHEAP)
  - g. Medicaid
  - h. VA Veterans Pension Program

Acceptable proof of qualification for the 50% discount include:

- a. EBT Card
- b. Discounted utility bill dated in last 30 days
- c. SSI Statement of Benefits
- d. SSDI Statement of Benefits
- e. Medicaid Card
- f. Veterans Administration Benefit Summary Letter (sometimes known as an Award)

Letter)

- g. Other forms as accepted at County staff discretion
5. All permits are non-refundable except in two cases:
    - a. County staff mistakenly take payment for a permit or pass for which the customer is not eligible.
    - b. A customer pays twice for the same permit, once online and also by mail.
  6. Individual zone permits are identified by a number that is unique to each zone. A valid permit for one residential parking zone does not entitle the permit holder to park in any other such zone.
  7. When residents dispose of a vehicle with a valid Vehicle-Specific Permit and they continue to live within a parking zone, they may obtain a new permit for the replacement vehicle.
  8. Permits and visitor passes shall be removed from the vehicle upon moving from the zone.
  9. Permits and visitor passes shall remain the property of Arlington County and may be revoked without notice and must be surrendered on demand by the County.
  10. Vehicle-Specific Permits shall be affixed either to the left rear bumper of the vehicle or left rear side of the window shield. Temporary permits including Contractor Permits, the FlexPass, Landlord Permit, and short-term visitor pass, shall be displayed in clear view on the vehicle's dashboard.