

**RESIDENTIAL PERMITTED PARKING APPLICATION  
-EXCEPTION FOR INDIVIDUAL PROPERTY-**

A residential area or block shall be deemed eligible for consideration as a residential permit parking area if, based on an evaluation as required by Part 4, Chapter 15, Section 407.2.A of the Code of Ordinances of the Borough of Hollidaysburg, it is established that the residential parking area is impacted by non-resident vehicles for extended periods of time during the day or night, on weekends or during holidays. As an exception to the provisions of Section 407.2.A, in a neighborhood that would otherwise qualify for Residential Parking Permit but fails to meet the criteria established in Section 407.2.A.(2)(a) {ie. petition signed by a minimum of 75% of the residents on affected block face in support of permit parking} and Section 407.2.A.(2)(d) {ie. twenty-five percent of the residents' vehicles on a block face cannot be accommodated by existing off-street parking} an individual property may be granted a permit residential permitted parking. This exemption is limited to one space per single family residence or two spaces for a duplex.

The following information must be provided in order for an individual residential parking space permit to be issued. A determination as to the eligibility for the requested permitted space will be made by the Borough following review of the application and qualifying factors as set forth in Section 407.2.A and an evaluation of the site conditions.

<b>Section A - Applicant Information</b>	
1. Name of applicant _____	
2. Address _____	
3. Phone No. _____	4. Email Address _____
5. Auxiliary Phone No. _____	6. Fax No. _____

<b>Section B - Property Information For Which Permit is Requested</b>
1. Address of property for which permit is requested _____
2. Property owner _____
3. Property owner address and phone no. (if other than applicant) _____
_____

**Section B - Property Information Continued**

4. Block face in which the property is located (*ex. South side of 400 block of Walnut Street*) \_\_\_\_\_  
\_\_\_\_\_

5. Zoning District in which the property is located \_\_\_\_\_  
*(Must be a designated residential zoning district, R-1, R-2 or R-3)*

6. Type of Dwelling Unit:    9 Single Family Dwelling  
                                  9 Duplex (*two family dwelling*)  
                                  9 Other - Describe: \_\_\_\_\_  
*(Please note that only single family and two family residences are eligible)*

7. Site Conditions that prohibit off-street parking on the property for which the permit is requested:

- 9 Property does not have access to off-street parking from an alley abutting the property
- 9 Property does not have access to off-street parking from the street abutting the property  
*(Please note that if the property has access to an alley in the rear of the property and there is sufficient lot size to permit a driveway from the alley, or if there is sufficient lot size to permit a driveway from the street, the property shall be deemed to have access to off-street parking)*
- 9 Other (*explain*):

8. Time of day and days of the week for which the permitted parking is requested (*ie. time and days that the parking restrictions would be in effect. Please note that actual times established will be based on times requested and actual parking data and conditions obtained from a traffic study of the affected block face*):

Time range: \_\_\_\_\_

Days of week: \_\_\_\_\_

9. Does a legal “on-street” parking space exist in front of the affected property and on the same side of the street as the affected property?    9 Yes;    9 No

a. If “No,” provide address and owner of property in front of which the permitted space is requested to be located:

Address \_\_\_\_\_

Owner Name \_\_\_\_\_

b. If “No,” the owner(s) and tenant(s), if applicable, of the property in front of which the permitted space is to be located must acknowledge that the owner and tenant are aware that this application is being filed, that the owner and tenant are not opposed to a permitted parking space being established at that location and that the owner and tenant are aware that only permit holders may park in the designated space during the hours regulated by the permit. The property owner(s) and tenant(s) must acknowledge and provide consent to the above by signing below:

\_\_\_\_\_  
Signature(s) of Affected Property Owner(s)/Tenant(s)

**Section C - Vehicle Information**

**1. List vehicles that will be utilizing the permitted space:**

*(Please note that multiple vehicles may be registered provided that each vehicle is owned by, and registered to, the applicant. Only one permitted space will be provided for each dwelling unit regardless of the number of vehicles registered. In addition, annual registration fees will be required for each vehicle registered.)*

**a. Vehicle One**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

VIN \_\_\_\_\_ License No. \_\_\_\_\_

Registered Owner(s) \_\_\_\_\_

**b. Vehicle Two**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

VIN \_\_\_\_\_ License No. \_\_\_\_\_

Registered Owner(s) \_\_\_\_\_

**c. Vehicle three**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

VIN \_\_\_\_\_ License No. \_\_\_\_\_

Registered Owner(s) \_\_\_\_\_

**Section D - Certification**

I hereby certify that the information I have provided within this application is true and correct to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**-THIS SECTION TO BE COMPLETED BY THE BOROUGH-**

**Compliance review (all items must be checked for permit to be approved and issued):**

- 9 Applicant is owner or tenant of property for which permit is requested
- 9 Application is complete, all required information has been provided and application has been signed.  
If not, list items that are incomplete:
  - 9 Property is located in neighborhood that meets all of qualifications for residential parking permit
    - 9 Property is in an R-1, R-2 or R-3, residential zoning district
    - 9 At least 75% of the legal on-street parking spaces are occupied during each hour of the proposed parking restriction (attach traffic study data/report)
    - 9 At least 25% of legal on-street spaces are occupied by nonresident vehicles for more than two hours at a time during the time of proposed restriction (attach traffic study data/report)
  - 9 Property at which the applicant resides contains a single family dwelling or a duplex
  - 9 Property does not have access to an off-street space from the street or from an alley abutting the property.
    - 9 There are no established driveways or off-street parking spaces on the property
    - 9 The lot size is not large enough to provide an off-street parking space or driveway from the street or from an alley that would be in conformance with the required driveway and off-street parking regulations
  - 9 Legal, on-street parking spaces are located in front of the property at which the applicant resides, or the applicant has obtained written consent from an adjacent or neighboring property owner and tenant (if applicable) to establish the permitted parking space at that location.
  - 9 All fees have been paid by the applicant as set forth in the prevailing fee schedule

**Recommended Time and Day Limitations:**

**Additional Comments/Recommendations:**

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**Reviewer Signature**

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**Date**

**ACTION:**

**9 Permit Approved.**

Date \_\_\_\_\_ By \_\_\_\_\_  
**Signature**

Permit Number \_\_\_\_\_

**Time and Days that Permit Parking Regulations shall be effective:**

**9 Permit Denied**

Date \_\_\_\_\_ By \_\_\_\_\_  
**Signature**

**Reasons for denial:**