

# **MENLO PARK POLICE**

Parking Permit guidelines – December 2008

## **(READ CAREFULLY and forward to all permit holders to avoid citations)**

### **ANNUAL PERMITS:**

- Annual permits are permanently fixed adhesive stickers and are only valid in parking plaza's 1, 2, 3, 5, 6, 7 and 8. They must be used in the plaza for which they are assigned.
- Annual permits must be permanently affixed in the **lower left corner of the REAR WINDOW**, on the **OUTSIDE** of the vehicle (see below for convertibles). Permits may NOT be taped or otherwise affixed to the vehicle in any other manner (remove old sticker before affixing new sticker).
- Convertibles ONLY: The permit must be permanently affixed in the lower right or left side of the windshield (bottom 5" square). This is the only place allowed per the California Vehicle Code.
- Permits are valid for one year (January – December).
- Annual permits are non-transferable between private parties.
- Failure to properly display or affix permit may result in a citation.
- All vehicles must have current California registration.
- Permits are the property of Menlo Park Police Department and any misuse of permits and/or guidelines will invalidate the permit with no further notice.

### **TEMPORARY PERMITS:**

- Full day or half day permits are available for purchase at the Police Department during regular business hours at the cost of \$10.00/\$5.00\* each. **IF HALF-DAY PERMIT IS DISPLAYED IN VEHICLE AFTER OR BEFORE THE VALID TIME ON THE PERMIT, A CITATION MAY BE ISSUED.**
- Temporary permits are valid for **ONE DATE ONLY**, however they may be purchased in advance in a limited supply – they are non-refundable, only purchase what you need.
- The date, month and year of the use must be scratched off, and the license plate written in the space provided.
- If more than one date is scratched off, or no date is scratched off, the permit will be considered invalid and the vehicle subject to a citation.
- Temporary permits are only for eligible plaza businesses.
- Permits are **NOT** valid in plaza 4 (the lot next to Draegers) and they are not valid for on-street parking.
- Permits must be completely filled out and hung from the rear view mirror, in view from the front of the vehicle.
- **Failure to display or fill out the permit may result in a citation.**

## **CHANGING VEHICLES**

### **CHANGING EMPLOYEES (company purchased permits only)**

#### **DAMAGED/LOST PERMITS**

- Replacement annual permits are available, however the old or damaged permit **MUST BE SURRENDERED – NO EXCEPTIONS!**
- If the permit does not come off intact, bring the pieces.
- Vehicle license number and description must be provided for the old and any new vehicle.
- Replacement cost when permit is surrendered is \$30.00.\* **If the old permit is not surrendered, a new permit may be purchased at full cost and is subject to plaza availability.**
- **Replacement of lost permits is full cost and subject to availability.**
- **If you are changing employees, you MUST get the permit back from the old employee – otherwise full cost for a new permit is paid, subject to availability.**

#### **RENEWAL OF ANNUAL PERMITS:**

- Permit holders will be notified in the fall of 2009 of the renewal process and any changes in annual permit cost.
- For up-to-date information or permit availability throughout the year, subscribe to the parking page on our website at [www.menloparkpolice.org](http://www.menloparkpolice.org)

#### **SECOND VEHICLE PERMITS:**

- Annual permit holders will be allowed to purchase **ONE** additional sticker for a second vehicle registered in their name that is used as an alternate vehicle. The second vehicle **may not be in the lot at the same time** as the first one is, or both vehicles will be subject to citations, and permits may be canceled with no further notice.
- Proof of registration is required for both vehicles of those requesting a second decal. Both vehicles must be registered to the permit holder.
- Upon receipt of a request form along with the paid fee, you will be contacted for details and process on obtaining a second decal.
- Fee is \$30.00. \*

#### **REFUNDS:**

- Refunds will be issued on a pro-rated basis for annual permits only, minus an administrative fee of \$75.00\*.
- Refunds will be issued to the company only.
- The old permit **MUST** be surrendered at the time of refund request. If the permit does not come off intact, bring the pieces. **No refund will be issued without the surrender of the permit.**
- No refunds will be issued after September 30<sup>th</sup>.

. \* All fees listed are subject to change according to the City of Menlo Park Master Fee Schedule.

Updated 12/27/08