

MENLO PARK POLICE

MENLO PARK POLICE DEPARTMENT Use of Temporary Downtown Permits

****READ CAREFULLY TO AVOID CITATIONS****

- The “Plaza” box on the permit must be marked, some come pre-marked by us (these are on the all-day permit only). Only a permanent marker or ballpoint pen will work on this permit.
- The license plate must be written in the space provided. **If the license number is not filled in, the vehicle will be subject to a citation.**
- The month, day and year must be scratched off. If more than one date is scratched off, a partial 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 must be completely filled out and hung from the rear view mirror, in view from the front of the vehicle. If it is placed on the dashboard or any other location than the rear view mirror, **the vehicle will be subject to a citation.**
- Temporary permits are **only** valid in plaza’s 1, 2, 3, 5, 6, 7 and 8. Permits are **NOT** valid in plaza 4 (the lot next to Draegers) and they are not valid for on-street parking. Temporary permits are **only** for eligible plaza businesses.
- Temporary permits are valid for **ONE DATE ONLY**, however they may be purchased in advance in a limited supply.
- Half-day morning permits may only be parked from 9:00am – 1:00pm – **IF THE VEHICLE IS PARKED AFTER 1:00pm IT WILL BE SUBJECT TO CITATION.**
- Half-day afternoon permits may only be parked from 1:00pm – 5:00pm – **IF THE VEHICLE IS PARKED BEFORE 1:00pm IT WILL BE SUBJECT TO CITATION.**
- For any permit needs that overlap the morning and afternoon, a full-day permit should be purchased.

Failure to display or fill out the permit properly may result in a citation.