



TRAFFIC AND TRANSPORTATION DIVISION
 Public Works Department
 633 E. Broadway, Room 300
 GLENDALE, CA 91206-4384

RECEIPT (Retain for your records.)

Applicant Name: _____

Total Submitted: _____

Date: _____

Check No.: _____

Tear off and send bottom portion.

Dear Resident:

Welcome to the neighborhood! If your street is designated as a preferential parking district, please, follow the directions below to avoid delays in receiving your parking permits. **All permits are submitted by mail only**

- ▶ Complete the Preferential Permit application below.
- ▶ Mail in a photocopy of your driver's license showing your current address. (This must be the address for which the permit is requested.)
- ▶ If you are registering **your vehicles, you must include a photocopy of the vehicle registration showing your current address.** All residents must update their registration with the Department of Motor Vehicles. Permits cannot be issued to vehicles that are not registered at the address for which the permit is requested. This includes vehicles that are owned by the resident, but registered to a business address.
- ▶ Preferential Parking Permits are only valid on the streets that they are issued to. For instance, VERDUGO LOMA permits cannot be used on VERDUGO ROAD or on THE MIDWAY.
- ▶ GUEST permits can only be used **while** your guests are visiting your residence. Guest permits are not to be used by any resident. If this occurs, a parking citation may result. Giving, selling or leasing your GUEST permits to friends or relatives to park on your street while they are attending classes at Glendale Community College or going to work or shop, will result in your current and future GUEST parking privileges being revoked.

Mail the completed application to: City of Glendale C/O Processing Center P.O. BOX 11370, Santa Ana, CA 92711-1923 with \$6.00 for each resident permit requested (please do not send cash). For example- 3 registered vehicles to the same address equals a check for \$18. Two guest permits are allowed per address. There is no charge for the guest permits.

Your Preferential Parking Permits will be processed and mailed to you within **three to four weeks.** Please note, the city issues temporary parking permits for 30 days to allow you to make the necessary changes to your new address on your driver's license and vehicle registration. You may contact the City of Glendale at (818) 548-3960 to request temporary parking permits. In addition, a resident may only request temporary parking permits for change of your address and vehicle registration once per new residential location. If you have any questions, please feel free to contact Jeff Brown, Assistant Parking Manager at (818) 548-3960.

Please Print

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

| LICENSE PLATE NUMBER | MAKE | MODEL | PRICE of Permit | AMOUNT PAID |
|----------------------|------|-----------------|-----------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | Total/ Payment: | | |

ATTENTION: Did you remember to make a photo copy of your vehicle registration and drivers license?