



Application for Residential Parking Permit  
(Incomplete or illegible applications will not be processed)

Applicant Information:      Property Owner (must reside at address for which permits are being requested)  
 Renter (must reside at address for which permits are being requested)

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home/Work Ph#: \_\_\_\_\_

<b>Vehicle Information (#1): (Must be complete)</b>	Registered to Above Address: <input type="checkbox"/> Yes <input type="checkbox"/> No
Year: _____ Make: _____ Color: _____ Tag: _____ State _____ 2 Door      4 Door      Style: _____	

<b>Vehicle Information (#2): (Must be complete)</b>	Registered to Above Address: <input type="checkbox"/> Yes <input type="checkbox"/> No
Year: _____ Make: _____ Color: _____ Tag: _____ State _____ 2 Door      4 Door      Style: _____	

<b>Vehicle Information (#3): (Must be complete)</b>	Registered to Above Address: <input type="checkbox"/> Yes <input type="checkbox"/> No
Year: _____ Make: _____ Color: _____ Tag: _____ State _____ 2 Door      4 Door      Style: _____	

<b>Vehicle Information (#4): (Must be complete)</b>	Registered to Above Address: <input type="checkbox"/> Yes <input type="checkbox"/> No
Year: _____ Make: _____ Model: _____ Tag: _____ State _____ 2 Door      4 Door      Style: _____	

Proof of vehicle registration at the address for which parking permits are being requested must be presented at the time of application. If vehicles are not registered to above address, please provide one of the following as proof of residency:

FL DL # \_\_\_\_\_ (must be current address listed above)

Utility Bill, for service in the applicant's name at the current address listed above

A **copy** of Lease or Rental Agreement.

**Provide contact phone number for property owner/landlord:** \_\_\_\_\_

Decal permits will only be issued to the owner/operator of a motor vehicle who resides in the controlled parking residential area. I affirm I am a property owner or tenant of the residential address listed above and qualify for the residential parking permit applied for under the provisions of the Town of Palm Beach Code of Ordinances, Chapter 134-2296 and 134-2330. I understand that violation of the ordinance will result in revocation of the permit(s) and suspension of privileges for one year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Four permits maximum per address. \$50 per permit    Amount Due: \$ \_\_\_\_\_**

I am requesting the following number of decal permits: \_\_\_\_\_ and/or    visitor permits: \_\_\_\_\_

I have received/read a copy of the Residential Parking Permit Rules. \_\_\_\_\_

Initial here

**All permits will be reviewed, processed and mailed within 5 business days.**

**Administrative Town Use Only:** Permit Area: \_\_\_\_\_ No. of permit(s) issued to resident: \_\_\_\_\_

## **Town of Palm Beach, Florida Parking Permit Instructions**

Residential Permits must be permanently affixed to the left rear (driver's side) bumper. Visitor permit placards must be placed on the rear view mirror with the street designation and expiration date clearly visible from the outside. Failure to properly display the permit can result in a parking citation. A person may only receive permits for the residential permit area within which they reside and are not eligible for permits in multiple residential permit areas.

Vehicles may park only on the street and block for which the resident or visitor permit is issued, within the area of parking spaces designated as "Parking by Permit Only." Residential parking permits are only applicable for those residential permit parking spaces indicated. If a vehicle is parked in a space other than those indicated as "Parking by Permit Only", all applicable parking rules apply.

Vehicles must not park on the street for more than (48) hours without being moved, or the vehicle may be towed from the street at the owner's expense. If it is absolutely necessary to leave a vehicle in a spot longer than the 48 hour time limit, the owner must call the Palm Beach Police Department at (561) 838-5454 and inform them of the reason for the vehicle's extended stay.

Regarding visitor permits: 1) Permits may be used by such owner for the sole purpose of providing parking on a temporary basis to service vehicles which are conducting work at such owner's premises or for visitors of such owner's residence. The permits shall be used only for the period of time during which business is to be conducted by the service vehicles or for the duration of stay of a visitor to the residence for which the permit is issued. 2) These permits shall not be affixed to the vehicle, but shall be placed in a clearly visible place on the inside of the visitor's or service vehicle observable through the front windshield of the vehicle. The permits shall be valid only for the period of time during which the service vehicle is conducting work at the premises or for the period of time a visitor is at the premises.

### **Important Information about Permit Renewals:**

Note the expiration date of your permit. It is the resident's responsibility to ensure permits are renewed by the expiration date.

Gainesville Plan – Decals and visitor permits are available for purchase on September 1st and will expire on September 30th of each year. Parking citations will not be issued on expired permits until October 16th and residents are responsible for obtaining valid permits before the end of the grace period. Any vehicle without a valid permit after October 15th will be issued a citation for an expired permit. During the grace period, parking enforcement will issue citations for all other parking violations such as failure to display the permit or improper display of the permit.

Arlington Plan – Decals and visitor permits are available for purchase on December 1st and will expire on December 31st of each year. Parking citations will not be issued on expired permits until January 16th and residents are responsible for obtaining valid permits before the end of the grace period. Any vehicle without a valid permit after January 15th will be issued a citation for an expired permit. During the grace period, parking enforcement will issue citations for all other parking violations such as failure to display the permit or improper display of the permit.

Decal permits will only be issued to the owner/operator of a motor vehicle who resides in the controlled parking residential area. I affirm I am a property owner or tenant of the residential address listed above and qualify for the residential parking permit applied for under the provisions of the Town of Palm Beach Code of Ordinances, Chapter 134-2296 and 134-2330. I understand that violation of the ordinance will result in revocation of the permit(s) and suspension of privileges for one year.

**ALL VIOLATIONS OF PARKING REGULATIONS, INCLUDING VIOLATIONS OF RULES GOVERNING RESIDENTIAL PARKING PERMITS, ARE SUBJECT TO A FINE BEING ISSUED BY THE PALM BEACH POLICE DEPARTMENT.**