



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

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| Subject Residential Permit Parking Guidelines | Number 12-13 |
| Originating Department Department of Transportation | Effective Date |

Montgomery County Regulation on:

RESIDENTIAL PERMIT PARKING GUIDELINES

DEPARTMENT OF TRANSPORTATION

Issued By: County Executive
Regulation No. 12-13
COMCOR No. 31.48.01

Authority: Code Section 31-48
Supersedes: Executive Regulation No. 44-90
Council Review:
Register Volume 31 Number 3

Comment Deadline: March 30, 2014
Effective Date: _____
Sunset Date: None

Summary: This regulation sets guidelines for establishment of residential permit parking on county maintained roads where on-street parking generated by public facilities or commercial districts has adversely affected residents. Guidelines cover which areas can be designated, request procedures and the permit process.

Address: Written comments on this Regulation should be sent to:

Chief, Division of Traffic Engineering and Operations
Montgomery County Department of Transportation
100 Edison Park Drive 4th Floor
Gaithersburg, Maryland 20878

Staff Contact: For further information or to obtain a copy of this regulation, contact Department of Transportation Permit Parking Program Staff 240-777-2190.



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I. [Eligibility

A. Residential permit parking may be installed on a block-by-block basis within a designated ultimate permit parking area whose boundaries will be defined by the Department of Transportation.

B. Residential permit parking must not be implemented:

1. On arterial or higher-class roads
2. On street faces adjacent to non-residential land use
3. Within parking lot districts

C. Only single-family dwelling units are eligible, with the following exception:

In METRO-impact areas (as defined by the Department of Transportation) multi-family units are eligible where off-street parking availability is less than required under the current applicable zoning ordinance. Permit parking may be implemented only adjacent to the multi-family unit frontage. (Single-family and multi-family permit parking areas should not be combined.)

D. A description of designated METRO-impact areas is available for examination at the Department of Transportation, Executive Office Building, Rockville.

II. Request

The Department of Transportation must receive a petition indicating that at least two-thirds of the residents (one signature per dwelling unit) of each block desire implementation of



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Residential Permit Parking.

Standard regulation to be as follows:

Permit Parking Only

9 AM – 5 PM

Monday – Friday

In special Circumstances, the standard regulation may be modified as appropriate.

III. Justification

A. In METRO-impact areas (as defined by the Department of Transportation), a petition, as described in Section II. Request, will be the only justification requirement.

B. In all other areas, the following criteria (as evaluated by the Department of Transportation) must be satisfied:

1. In the block or block face for which permit parking is requested, average curb space occupancy must exceed 50%.
2. Non local residential parkers must make up at least 50% of the existing on-street parkers in the block or block face for which permit parking is requested.
3. In the event that parking limitations (e.g. two-hour parking, 7 AM to 7 PM, Monday thru Friday) already exist to provide relief such as is intended by residential permit



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parking, the criteria in items 1 and 2 will be assumed satisfied for those blocks so signed.

IV. Hearing Procedures

Prior to implementation of Residential Permit Parking, the Department of Transportation must hold a public hearing.

Upon determination that a specific portion of an ultimate area satisfies the criteria for implementation indicated in Section III above, the following procedure must be followed:

1. Notify applicant and the civic/citizens association(s), wherein the streets designated for permit parking are located, of the Department's findings.
2. Receive appropriate hearing fee (\$250.00).
3. Schedule the required public hearing.
4. Prepare for the public hearing.
5. Advertise the public hearing in a general circulation newspaper.
6. Post public hearing notice on site.
7. Hold the public hearing.
8. Hold the hearing record open at the discretion of the Hearing Officer.



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9. Hearing Officer submits report and recommendations to the County Executive.
10. County Executive must issue statement of decision within 30 days of the close of the hearing record (30 days grace period is acceptable “for good cause shown”).
11. Mail written copy of the County Executive’s decision to any interested person, including all of those who submitted written comments or spoke at the public hearing. Notify applicant and civic/citizens association(s) wherein the streets to be designated for permit parking are located.

In the event that additions to the area designated for immediate implementation of permit parking are desired, they may be requested and evaluated according to Section II and III of this regulation without requiring additional public hearings. These additions must be within the ultimate area defined under the initial public hearing.

V. Permits

A. Resident Permit

1. Permits must be renewed every two years through the Permit Unit, Subdivision Development Section, and Division of Transportation Engineering.
2. The permit must be color-coded to identify the permit area. A serial number will be provided for identification and filing purposes. The size should be about 2” x 3”.



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3. The permit must be affixed to the inside lower left-hand corner of the rear window. For vehicles with no rear window, the permit must be affixed so as to be seen clearly from the rear.
4. Permit application must require proof of residency within the designated area and proof of vehicle ownership (e.g. vehicle registration card).
5. One permit may be issued for each motor vehicle registration to an address within the designated area.
6. Permits for employees of residents who work at a residence within the designated area may be obtained by the resident.
7. Licensed non-motorized vehicles (e.g. trailers, boats, etc.) will require permits if parked on the street.

B. Visitor Permits

One transferable visitor permit (renewable every two years) may be purchased per dwelling unit. This permit must be placed in a visitor's vehicle in a manner so as to be visible through the rear window.

C. Temporary Visitor Permits

Temporary visitor permits are obtainable at no charge by applying in person or by telephone and providing the resident's name and address. The duration will usually be seven days from date



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of issue and must be renewable.

D. Exemptions

1. Non-resident commercial and/or service vehicles are exempt from permit restrictions when conducting necessary activity within the area.
2. Public utility vehicles are exempt from permit restrictions when performing necessary work within the area.]

Section 1. Definitions

As used in this Executive Regulation, the following definitions apply:

Block – That property abutting both sides of a street that lies between the nearest intersecting streets or the nearest intersecting street and railroad right-of-way, un-subdivided acreage or body of water or between any of the aforementioned and any other barrier to the continuity of development. Dimensions may also be determined by unique block number. In all other circumstances not specifically addressed, the Director of the Department of Transportation or Director’s designee shall have the final determination.

Applicant Block – Block of residents that initiates process to establish a residential permit parking area.

Eligible Block – Block within the boundaries of an established residential permit parking area that does not currently have residential parking restrictions.

Participant Block – Block within the boundaries of a residential permit parking area on which permit parking restrictions have been installed. Residents of this block are qualified to purchase permits.

Block Face – One side of the street on a block.

Contract Work – Scheduled work on a residence that may require multiple visits by a contractor or commercial enterprise for an extended period which is not recurring in nature.



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Curb Occupancy – The total amount of legal on-street parking on a particular residential block or block face that is occupied. This measurement is expressed as a percentage.

Intra-commuting – Practice of residents from one section of a residential permit parking area travelling to and parking on blocks in another section of that same residential permit parking area in an attempt to gain easier access to some facility or feature.

Permit – A unique identification assigned to a specific vehicle that allows that vehicle to park within the boundaries of an explicit residential permit parking area where permit parking restrictions exist. The permit could be in the form of a placard, sticker or electronically matched to a vehicle’s license plate number or some other sort of identification method.

Metro Impact Area – Any neighborhood within a 4,000 foot radius of a metro station that could be impacted by commuting motorists to that station. The area takes into account homeowner/civic association boundaries as well as natural, and infrastructure boundaries. A metro impact area does not include special taxing districts, municipalities, private developments or government complexes within which the Montgomery County Department of Transportation has no jurisdiction.

Non-local Vehicles – Vehicles not registered to addresses within 1,000 feet of the applicant block(s). This can include vehicles belonging to residents who are intra-commuting.

Residential Permit Parking Area (RPPA) – The area encompassed by a legal boundary determined by the Department of Transportation and established by executive order. It could encompass not only the applicant block(s), but also surrounding blocks and streets. A unique name identifier is given to each area.

Section 2. Overview of the Residential Permit Parking (RPP) Program

The Montgomery County RPP Program is designed to mitigate adverse on-street parking effects generated by public facilities or areas that have been zoned as commercial or business districts on surrounding neighborhoods. The program is not a mechanism to resolve on-street parking issues created by adjacent or neighboring residential properties. As a result, this program is not available to all residents within Montgomery County.

Outside of a Metro Impact Area only single-family dwelling units are eligible to participate in the program. Inside of a Metro Impact Area single-family and multi-family dwelling units may request residential permit parking. However, multi-family dwelling units are only eligible upon a determination by MCDOT that the property/properties within the requested area have inadequate off-street parking available based on zoning regulations. For those eligible multi-family dwelling



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units in a Metro Impact Area, residential permit parking can only be installed adjacent to the property line(s) of the property or properties.

Within a neighborhood participating in the RPP Program, residential permit parking restrictions cannot be installed:

1. On roads where parking has been prohibited for safety or operational reasons as determined by MCDOT. On roads where MCDOT has restricted parking during certain periods for operational purposes, permit parking may be allowed. However, permits do not authorize parking during the periods when all parking has been restricted by MCDOT.
2. On a Block or Block Face zoned for a non-residential use or that is undeveloped.
3. Adjacent to properties that do not function as residences but are zoned for residential use. This would include but are not limited to parks, churches and public facilities.
4. On privately maintained roadways.
5. Within the boundaries of a Parking Lot District (PLD).

Section 3. Establishment of a Residential Permit Parking Area

A request to establish a residential permit parking area (RPPA) may be made by a Montgomery County resident or group of residents. The resident must be a homeowner or tenant on the Block for which they are requesting the residential permit restriction.

The request for the establishment of a RPPA must be in writing and include the following:

1. A clear statement of the time of day during which it is believed that the volume of non-local on-street parking is highest.
2. If multiple residents submit the request for one Block, a designated contact must be identified by name, address, telephone number and email address (if available). This resident will be the primary contact through which MCDOT will communicate.
3. A statement of support from requested area's homeowner or civic association president or traffic committee representative. If no such community organization exists, the request must include a petition with at least 50% of the households on the Applicant Block signing in favor.



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The request can be mailed, first class, postage prepaid to:

Chief, Division of Traffic Engineering and Operations
100 Edison Park Drive, 4th Floor
Gaithersburg, Maryland 20878

The request can also be emailed to MCDOT at TrafficOps@montgomerycountymd.gov or faxed to 240-777-2080.

Section 4. MCDOT Requirements Necessary to Proceed to Public Hearing

Upon receiving the written request from an Applicant Block(s), MCDOT staff will conduct an investigation of traffic conditions on the Applicant Block(s) to determine if residential permit parking is warranted. As part of its investigation, MCDOT must determine that the following requirements have been satisfied before proceeding to a public hearing on the request:

Inside of a Metro Impact Area

A statement of support or petition (as described in **Section III**) will be the only requirement.

Outside of a Metro Impact Area

In the event that a parking restriction (e.g. two-hour parking, 7 AM – 7 PM, Monday – Friday) is already in place on the Applicant Block, a statement of support or a petition (as described in **Section III**) is all that will be required. The existing non-permit parking restriction must be in place for at least one (1) year before residents can request the establishment of a RPPA.

Where parking restrictions have not already been installed, the following Curb Occupancy criteria as measured and evaluated by MCDOT must be satisfied for the Applicant Block(s):

1. When total Curb Occupancy exceeds 50%, at least 50% of the vehicles must be non-local.
2. When total Curb Occupancy exceeds 40%, at least 75% of the vehicles must be non-local.

Section 5. Creation or Modification of RPPA Boundaries

Creation of RPPA Boundaries

If the criteria in **Section IV** are satisfied for the Applicant Block(s), MCDOT will draft a boundary for the potential RPPA to present at a public hearing. The proposed boundary may



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include more than the Applicant Block(s) since on-street parking often migrates to adjacent Blocks after parking restrictions have been installed.

The following criteria will be used by MCDOT staff when drafting the boundaries of the proposed RPPA.

1. Civic and homeowner association boundaries.
2. Natural boundaries such as parks and bodies of water.
3. Infrastructure boundaries such as major or arterial roads.
4. Walking distance from a public facility and existence of pedestrian amenities such as sidewalks and marked crosswalks.

Modification of RPPA Boundaries

In lieu of creating a new RPPA, MCDOT may propose a modification to an existing RPPA if an Applicant Block(s) has satisfied **Section III** and **Section IV**. The determination of whether to modify an existing RPPA or create a new one will be made by the hearing examiner following a public hearing.

Residents may also request that the boundaries of an existing RPPA be modified to mitigate intra-commuting issues. All requests of this nature must follow the procedure outlined in **Section III** and it must be verified by MCDOT that intra-commuting is occurring.

Section 6. Hearing Procedure

Prior to the creation or modification of a RPPA, a public hearing must be held. Upon determination that an Applicant Block(s) satisfies all criteria set by **Section III** and **Section IV**, the following procedure must be followed by the MCDOT:

1. Notify applicant and the homeowner/civic association(s) of the MCDOT's findings and proposed RPPA boundary.
2. Receive hearing fee of \$250.00 from the requesting party.
3. Schedule the required public hearing.
4. Advertise the public hearing in a general local circulation newspaper and on Montgomery



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County's Official Web Site.

5. Post public hearing notice signs on site at least 30 days prior to the hearing date.

Following the public hearing, the Hearing Officer will submit a report and recommendation to the County Executive. The County Executive's decision must be sent in writing to any interested person, including the applicant, and all persons who submitted written statements or comments before, during or after the public hearing or who spoke at the public hearing.

Section 7. Procedure for Installing, Removing or Modifying Permit Parking Restrictions

Following the approval of a RPPA, residents of Eligible Blocks may petition for the installation of residential permit parking restrictions. MCDOT will provide a petition form after a specific permit parking restriction has been selected by the residents and approved by MCDOT. For a permit parking restriction to be installed on a block, at least two-thirds of the households on that block must sign in favor of the restriction.

Residents of Participant Blocks may request the removal or modification of residential permit parking restrictions. As with the installation of these restrictions, MCDOT will provide a petition form and at least two-thirds of the households on the block must sign in favor of the removal or modification. All completed petitions can be returned to MCDOT utilizing one of the contact methods provided in Section III.

Once a residential permit parking restriction has been installed for a Participant Block, that restriction will remain for at least one (1) year before MCDOT will consider a petition for its removal. A Participant Block that has petitioned to have a permit restriction removed may not petition for the reinstatement of a permit restriction for at least one (1) year from the date the restriction is removed. Residents may request that a restriction be modified at any time.

Section 8. Permits

Only residents of Participant Blocks are eligible to obtain Permits. Residents living within the boundaries of a RPPA on roadways where parking is prohibited for safety or operational reasons may obtain Permits following approval from MCDOT. Residents living within the boundary of a RPPA with an address on a privately maintained roadway are not eligible to purchase Permits.

Residents living within a Participant Block are not required to purchase Permits. The RPP Program is voluntary and residents may forgo the purchase of Permits if they believe them unnecessary. However, any vehicle parked on a Participant Block without a Permit during restricted hours is subject to ticketing.



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Residents living within a Participant Block may register their vehicle(s) for Permits as follows:

1. Online through the MCDOT web page at any time;
2. Over the telephone during hours set by MCDOT; or
3. In person at one of the sales offices during standard business hours

Permits become active immediately following registration. Prices for the various types of Permits are set by the Montgomery County Council.

A. Resident Permits

Each person residing at an address on a Participant Block is eligible to purchase a Permit for each vehicle they have registered to that address. These Permits are renewed annually. MCDOT utilizes Maryland Motor Vehicle Administration (MVA) records to determine whether a vehicle is eligible for a Permit and therefore residents need only provide their vehicle(s) license plate number(s).

B. Permits for New Residents and Students and Military Personnel

For residents moving into a home on a Participant Block, a one-time 30-day temporary Permit may be obtained at no charge for all vehicles registered to the new home owner or tenant. A permanent Permit may be obtained upon the vehicle(s) being registered at the new address.

Students and military personnel who will be living at an eligible address temporarily and therefore will not be updating their vehicle registration may purchase Permits after submitting approved documentation electronically through the MCDOT web page or in person to a sales office. These Permits will be renewed annually.

C. Transferable Visitor Permits

One (1) transferable visitor Permit may be purchased per eligible address and is renewed annually. This Permit can be assigned to any number of vehicles (one vehicle at a time) for a variety of time periods.

D. Employee and Contract Work Permits

One (1) employee Permit may be purchased per eligible address. This Permit is to be renewed annually. This Permit is applicable only for persons directly employed at an eligible address. Approved tax documentation is required for this Permit, which must be submitted electronically



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through the MCDOT web page or at a sales office during standard business hours.
Up to five (5) Contract Work Permits may be purchased by a resident living at an eligible address.
These Permits can last up to 6 months and are transferable. Any resident applying for Contract
Work Permits must submit the proper documentation electronically through the MCDOT web
page or at a sales office during standard business hours before a Permit(s) will be issued.
Residents can reapply for these Permits for projects exceeding 6 months.

E. Temporary Visitor Permits

Temporary visitor Permits may be obtained upon request by residents at no charge. These
Permits, which are subject to MCDOT approval, can last up to seven days from date of issue.

F. Exemptions

Non-resident commercial and/or service vehicles that are clearly marked are exempt from permit
restrictions when conducting temporary activity within the area.

Public utility vehicles are exempt from permit restrictions when performing necessary work
within the area.

G. Permit Abuse

Residents found registering vehicles for transferable visitor Permits or purchasing employee
Permits for reasons other than their intended use may have their Permit purchasing privileges
suspended for a time period determined by the MCDOT. Temporary Permits will also be
unavailable to these residents during this time period.

Approved:

 Isiah Leggett
 County Executive

 Date

Approved as to Form and Legality
 Office of the County Attorney

By: Tom Will Date: 2/25/14