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## INSTRUCTIONS FOR RESIDENTIAL PARKING PERMIT(S)

Annual Designated Residential Parking Permits expire July 31<sup>st</sup> of each year. Vehicles parked in designated residential parking areas without a valid permit, may be subject to parking citation(s). Annual Residential Parking Permit Stickers and Temporary Visitor Permit Passes are available for vehicles owned or operated by residents of a designated parking area in Baltimore County.

To apply online go to: [www.baltimorecountymd.gov/residentialparking](http://www.baltimorecountymd.gov/residentialparking). Complete one Designated Residential Parking Permit Application per vehicle. Additional BLANK FORMS may be printed from the county's website. PHOTOCOPIES or FAXED applications will NOT be accepted (ORIGINAL SIGNATURES ARE REQUIRED). For questions relating to the application process or to request additional applications, please call 410-887-3616.

### REQUIRED DOCUMENTATION

Applications missing any of the following **will not** be processed, but returned to the applicant for completion (delaying issuance of parking permits):

- A copy of a Valid driver's license
- A copy of a Valid vehicle registration for each vehicle obtaining a permit sticker
- Copy of a current lease for all "renters/tenants" applying for a residential parking permit  
NO LEASE, NO PERMIT

### PLACEMENT OF PERMITS

- Annual Sticker is to be affixed to rear bumper, driver's side.
- Temporary Visitor Permit is to be placed in front window of car, driver's side window (parked in reasonable proximity to the dwelling they are visiting). Once an applicant has obtained temporary visitor permits, additional permits will only be issued to that applicant throughout the license year.

### FEES

- 1<sup>st</sup> time applicant - \$ 32.00
- Renewal (2<sup>nd</sup> year or more, continual) - \$ 12.00
- Replacement (within current license year) - \$ 10.00
- 65 yrs. and older - Fee waived

### RESTRICTIONS

The following Area "A" addresses, are RESTRICTED TO TWO (2) annual parking stickers per dwelling unit: East Burke Avenue #1-49 (odd only), East Burke Avenue #8-34 (even only), All of Burkleigh Road, All of Berkshire Road, York Road #1-12.) If the applicant is not the owner of the residential parking permit area dwelling and there are three or more unrelated individuals residing at that same address, only two of those residents will be issued an annual residential parking permit on a first-come, first-serve basis. If the property owner can provide evidence that a Zoning "special exception" for a rooming house exists, and the dwelling is not subject to area "A" restrictions, then additional permit stickers may be issued. The County may restrict the total number and frequency for issuing Temporary Visitor Parking Permits for any one household, street, or pre-planned gathering.

## **TEMPORARY VISITOR PERMITS INFORMATION**

\*ONE PACKET PER PROPERTY ADDRESS

### **FEES PER PACKET**

- 1<sup>st</sup> time applicant - \$ 32.00
- Renewal (2<sup>nd</sup> year or more, continual) - \$ 12.00
- 65 yrs. and older - Fee waived

**Temporary Visitor Permits** are only available to residents of a designated residential parking area, who have obtained at least one annual parking permit sticker for that property. Once an applicant has obtained temporary visitor permits, additional permits will only be issued to that applicant throughout the license year. Qualified residents will be issued a \*packet of 10 "blank", Temporary Visitor Parking Permits per property.

To use a Residential Parking Temporary Visitor Permit, the resident is to fill in the following areas of the permit using a permanent pen or marker. Each permit will be VALID ONLY for a specific date and time, up to a MAXIMUM of 7 days, 24 hours per day. (\*\*\*)Incomplete permits may result in a parking ticket. Erasure marks, scratched out information, use of pencil or correction fluid may result in a parking ticket. If a mistake is made while writing in the information, VOID that permit. DO NOT try to correct it.) ALL blanks MUST be completed.

### **Example for seven (7) days:**

**Date(s) Valid: 11/01/08 To 11/07/08 Time Valid: From 24 hrs To \_\_\_\_\_**  
**Property Address: 12 Main St., Apt c (be specific)**

**Property Address: 12 Main St., Apt C (be specific)**

DO NOT DESTROY USED or VOIDED Temporary Visitor Parking Permits, BUT RETURN THEM to this office when applying for additional permits. The number of temporary permits returned to this office determines the number of additional permits that are issued. When renewing annual stickers, all unused Temporary Visitor Parking Permits, for the ending license year are to be returned to this office. Temporary Visitor Parking Permits are NOT RENEWABLE.

\*Requests for additional Temporary Visitor Permits may be made either after the resident has used all or most of the 10 permits in the initial Temporary Visitor Parking Permit packet (all used or voided permits must be returned).

### **EXCEPTIONS**

Applicants 65 or older who do not own or operate a motor vehicle within a designated residential permit parking area, must COMPLETE the Affidavit for Senior Citizen Residential Parking Applicants Who Do Not Own or Operate a Vehicle, stating that they do not have a vehicle upon which to place an annual sticker. Contact Miscellaneous Permits and Licenses for more information at 410-887-3616.

**WARNING - MISUSE OF TEMPORARY VISITOR PERMITS MAY RESULT IN PARKING TICKETS AND DENIAL OF FUTURE PERMITS.**