



Borough of West Chester
Parking Department PS&ED
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Borough Council

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PETITION FOR RESIDENTIAL PERMIT PARKING

We, the undersigned, are property owners in the proposed residential permit parking area described in this petition. We understand that, if this area is designated as a residential parking permit area, certain restrictions will be placed upon on-street parking within the designated area.

Residential block(s) that are impacted by vehicles that are not residents or guests of the neighborhood may apply to have their block(s) designated for the residential parking program. The program requires that at least 65% of the property owners for every address on the block(s) sign a petition requesting the program. In addition to the petition, an inventory of total on-street and off-street parking spaces available on that block(s) is also required as part of the submission.

Upon submission of those items, the Parking Department will verify the information is accurate and complete and will conduct a parking study. The study will determine if the block(s) meets the minimum average of 80% of on-street spaces and 80% of off-street spaces occupied. If all thresholds are met, the Director of Parking will place the submission on the Borough of West Chester's next Parking Committee Agenda. The Parking Committee will review the study and, if approved, recommend that Borough Council designate the block(s) for the residential permit parking program. Please be advised there is no guarantee that Council will approve the request.

Once the permit area is designated, residents living on that block(s) may apply for residential parking permits. Permits are virtual, using license plates as the identifier. A permit allows you to park legally in the granted permit area.

Guest pass hangtags can also be purchased, and must be used only as the printed instructions on them state or they will be deemed invalid and subject to enforcement. Guest passes are sold only to residents of permit areas A, B, D, G, H, I, K, and L. New permit areas that include parking meters will not be able to obtain guest passes.

Guest passes are restricted as follows: Limit of two (2) per dwelling for single-family homes and apartments. Limit of one (1) per each rented room in a rooming house. Guest passes may only be used for a legitimate guest, not by anyone residing in the dwelling.

Vehicles with a virtual permit or a guest pass hangtag displayed are subject to all other parking restrictions, e.g., No Parking 8 a.m. to 11 a.m., No Parking Here to Corner, Handicap Parking etc.

The permit year runs from September 1st to August 31st and sales begin on the first business day of August. Permit fees can be prorated by calendar quarter.

--Turn over--

To qualify to purchase residential permits or guest passes, a resident must present:

- Valid Pennsylvania vehicle registration
- Two (2) current proofs of residency showing the resident's name and West Chester address.
- If you are a renter, one of those proofs must be your executed lease. The second proof can be PA driver's license, personal check, voter registration card, bank statement, or utility bill. No junk mail will be accepted and all proofs must have the West Chester address.

Submit the completed petition and the on- and off-street parking spaces inventory survey to the Parking Department, PS&ED, 829 Paoli Pike, West Chester, Pa, 19380.

**Please note that pricing and policy is subject to change by authority of the West Chester Borough Council. Any changes will be updated on the Borough's website and on any documents issued by the Parking Department.