

**GENERAL RULES AND REGULATIONS**  
**PUBLIC SERVICE DEPARTMENT**  
**CITY OF COLUMBUS, OHIO**  
**PAGE 1**

**SUBJECT: RULES AND REGULATIONS FOR RESIDENTIAL DISTRICT PERMIT PARKING**

**EFFECTIVE DATE: January 22, 2016**

Pursuant to the authority granted under Ordinance 1711-79, passed September 10, 1979, the Director of the Public Service Department hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law. These rules and regulations are in addition to any requirements presently established or as may be established from time to time by ordinances, or resolutions of City Council or rules and regulations of other officers, boards, commissions, agencies, divisions, or departments of the City.

**I. PROCEDURE FOR ESTABLISHING RESIDENTIAL DISTRICT PERMIT PARKING:**

**A. INITIATION OF HEARING:**

Requests to establish or reconsider permit parking in residential areas will be considered after the following:

1. The petitioner requesting such restriction has met with the Department of Public Service to discuss the process for creating a permit area; and
2. The petitioner has met with the appropriate area commission, civic association, business district, or special improvement district to gather written comment regarding the potential impact of residential permit parking; and
3. Petitions requesting such restrictions are signed by seventy-five percent (75%) of the residents of an area (one per household) and have been received by the Department of Public Service; and
4. The Department of Public Service has presented all investigative findings to the Parking Advisory Group.

**B. AREA:**

The Department of Public Service shall consider the following factors in determining the area to be studied.

GENERAL RULES AND REGULATIONS  
PAGE 2

1. The area shall be represented by an area commission, civic association, business district, or special improvement district.
2. The area should be defined by public streets or alleys, rivers or streams, railroads or other specific boundaries.
3. The area defined must be as broad as possible and include adjacent streets in order to simplify the administration process, to reduce the number of public hearings and to make enforcement more effective.
4. Requests to establish new areas will not be considered unless such area is a minimum of one City block. For purposes of this section a City block is defined as:
  - a. an area surrounded entirely by public streets, bodies of water, railroads, or corporate limits; or
  - b. all property on both sides of any public street, between two other public streets, provided that over 50% of the frontage of such block has addresses on the street petitioned for.

C. PARKING STUDY:

When the requisite number of residents have signed the petition, or at the direction of the Transportation and Pedestrian Commission, the Department of Public Service shall conduct a parking study to determine if the following conditions exist:

- 
1. During the study hours eighty-five percent (85%) of the legal spaces are occupied, and;
  2. Forty percent (40%) of the legal spaces are occupied by vehicles that are registered to addresses outside the study area.

In the event that parking limitations already exist to provide relief such as intended by residential permit parking, the above criteria will be assumed to be satisfied for those streets or sections of streets so designated.

GENERAL RULES AND REGULATIONS  
PAGE 3

D. HEARING PROCEDURES:

Following the receipt of petitions by the Department of Public Service or at the direction of the Transportation and Pedestrian Commission, a public hearing shall be scheduled within sixty (60) working days. Notice of a public hearing before the Transportation and Pedestrian Commission shall be given ten (10) days prior to the public hearing by written notice to the appropriate area commission, or civic association, business district or special improvement district and by distribution of fliers on all doorsteps within a one block radius of the requested permit area. The Department of Public Service is responsible for the distribution of fliers.

E. RECOMMENDATION TO THE PUBLIC SERVICE DIRECTOR:

At the public hearing, the Transportation and Pedestrian Commission shall make its recommendations to the Public Service Director, and shall consider the following factors:

1. Written comments from the area commission, civic association, business association or special improvement district.
2. Recommendations from the Parking Advisory Group.
3. The likelihood of alleviating traffic congestion, illegal parking, and related health and safety hazards.
4. The amount of available residential off-street parking.
5. ~~The proximity of public transportation to the residential permit area.~~
6. The desire and the need of the residents for residential permit parking and their willingness to bear the administrative costs in connection therewith.
7. The need for parking in excess of the restriction petitioned in proximity to establishments located therein and used by the general public for religious, health, or educational purposes.
8. The possible reduction in vehicle miles traveled in the City of Columbus and the resulting savings in fuel and reduction in air pollution.
9. Such other factors that the Commission deems relevant.

GENERAL RULES AND REGULATIONS  
PAGE 4

F. DECISION OF THE PUBLIC SERVICE DIRECTOR:

Within forty-five (45) days of the close of the public hearing, the Public Service Director shall issue a decision. If approved, the area to be designated for residential permit parking shall be published in the City Bulletin and the area commission, civic association, business association or special improvement district shall be notified.

II. IMPLEMENTATION AND OPERATION:

A. DESIGNATION BY SIGNS:

After a decision has been made to designate an area for residential permit parking, the Public Service Director shall then cause official parking restriction signs to be erected indicating the following:

1. Two (2) hour parking (variable)
2. 8:00 A.M. to 5:00 P.M. (variable)
3. Monday – Friday (variable)
4. Except by City Permit

B. PERMIT FEE AND DISTRIBUTION:

1. The fee for permits shall be \$25.00 annually pro-rated as follows:

For permits with an August expiration date:

\$20.00 beginning November 1

\$15.00 beginning February 1

\$10.00 beginning May 1

For permits with a January expiration date:

\$20.00 beginning April 1

\$15.00 beginning July 1

\$10.00 beginning Oct 1

2. Upon approval by the Public Service Director to designate an area residential permit parking, permits shall be made available at the Parking Violations Bureau at 2700 Impound Lot Drive.

GENERAL RULES AND REGULATIONS  
PAGE 5

3. Persons eligible to purchase permits shall be the residents of the area, non-resident property owners, employees who work in the area and residents adjacent to the area who meet the requirements of Section "G" below.

C. RESIDENT PERMITS:

1. Permit applications shall require the name of the owner or verified operator of the motor vehicle, residential address, motor vehicle year and make and motor vehicle license number.
2. Permit applicants shall provide proof of residency in the area, such as motor vehicle registration, lease, current utility bill, gas, electric, water, and landline telephone (cell phones not acceptable).

D. EMPLOYEE PERMITS:

The owner or general manager of the business shall furnish a list of names on company letterhead stationary of company employees. Employee permits shall require the same information as residential permits except the business address will be given instead of the residential address.

E. NON-RESIDENT PROPERTY OWNER PERMITS:

Non-resident property owner permits shall require the same information as residential permits except that proof of ownership must be provided in lieu of proof of residence.

---

F. VISITOR PERMITS:

1. Residents of an area who do not own a motor vehicle may obtain visitor permits in the same manner as residents who own vehicles provided that the standard fee is paid and that there are no other permit holders in the household.
2. In designated areas eligible for visitor permits, one transferable visitor permit may be issued per address at no additional cost. The decision to issue such permits will be made by the Public Service Director after a study has been conducted by the Department of Public Service.

GENERAL RULES AND REGULATIONS  
PAGE 6

3. Additional visitor permits valid for one day may be obtained by the permit holder through the Parking Violations Bureau at 2700 Impound Lot Drive. The first five (5) such permits for each permit holder each year shall be free of charge. Each temporary visitor permit after the fifth shall be issued at a cost of one dollar (\$1.00).
4. Visitor Permits shall be valid only in the area for which they were issued and shall be displayed in a manner that is visible through the front window of the vehicle.
5. Lost or stolen visitor permits will not be replaced.

G. OTHER PERMITS:

When the implementation of permit parking in accordance with these rules coupled with existing parking regulations outside the permit area makes it illegal for a resident adjacent to a permit area to park in front of or in close proximity to their home beyond the time specified in the permit area, the Public Service Director may issue those residents permits in accordance with procedures established in "B" and "C" above. These permits will be issued only after the Director has approved a report from the Department of Public Service stating what parking regulations exist and which residences adjacent to the area are affected by them.

III. GENERAL PERMIT RULES:

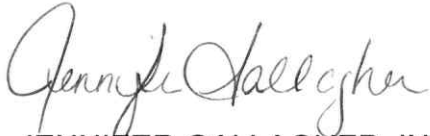
1. Each residential parking permit is the property of the City of Columbus. Improper use, photocopying, forgery, or reproduction of a residential parking permit, visitor pass, one-day pass, or employee permit may result in the revocation of the current parking permit and/or non-renewal of any future parking permit application, as determined by the Department of Public Service. Any vehicle found displaying a non-authentic permit is subject to citation and impoundment.
2. Each permit issued to a resident, employee, or a non-resident property owner will display the motor vehicle's license number and shall be affixed to the left rear window. All permits will be coded by area and will be valid only in that designated area.
3. When a person ceases to reside in the area, own property in the area, or be an employee in the area, all permits issued to that person shall become null and void and shall be returned to the issuing authority.

GENERAL RULES AND REGULATIONS  
PAGE 7

4. Any permit not renewed in the appropriate month will be purged from the record, and a new application must be made.
5. Lost or stolen residential permits, non-resident property owner permits, and employee permits will be replaced only (1) if issued with the same license number, or (2) upon payment of a new annual or pro-rated fee.

These Rules and Regulations supersede all previous rules and regulations relating to Residential District Permit Parking.

BY ORDER:

A handwritten signature in cursive script, appearing to read "Jennifer Gallagher".

JENNIFER GALLAGHER, INTERIM DIRECTOR  
PUBLIC SERVICE DEPARTMENT