

DEPARTMENT OF PUBLIC SERVICE
CITY OF COLUMBUS, OHIO

SUBJECT: Permit Parking Rules and Regulations

EFFECTIVE DATE: June 24, 2019

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BY: Division of Parking Services

I. PURPOSE

The purpose of these rules and regulations is to establish guidelines for permit parking zones established or modified after July 1, 2018. The goal of the permit program is to prioritize neighborhood parking, manage the demand for on-street parking created by commercial attractions, promote retail patronage, encourage the use of alternate forms of transportation, and limit congestion in and around permit parking zones.

II. AUTHORITY

- A. Pursuant to the authority granted under Section 2105.21 of the Columbus City Codes, as amended, the Director of Public Service hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law.
- B. These rules and regulations apply only to permit parking zones established or modified after July 1, 2018, and supersede all previously promulgated rules and regulations for permit parking. All residential permit parking zones established prior to July 1, 2018, shall remain under the existing rules and regulations for residential district permit parking that were promulgated on January 22, 2016.

III. DEFINITIONS

The following words, terms, and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Application* means a form created by the Department.
- B. *Business Permit* means a permit, obtained from the Department, designated for a specific permit parking zone and linked to a license plate number that gives a business owner, manager, or employee permission to park legally, exempt of the posted restriction, within the designated permit parking zone
- C. *Department* means the City of Columbus Department of Public Service.
- D. *Director* means the Director of the Department of Public Service, or designee.
- E. *Guest Permit* means a permit, obtained from the Department, designated for a specific permit parking zone and linked to a license plate number that gives a resident guest permission to park legally, exempt of the posted restriction, within the designated permit parking zone for a defined period of time.
- F. *Institutional Permit* means a permit, obtained from the Department, designated for a specific permit parking zone and linked to a license plate number that gives an institution guest or employee permission to park legally, exempt of the posted restriction, within the designated permit parking zone.
- G. *License Plate Recognition (LPR) Camera* means a device installed upon a city of Columbus parking enforcement vehicle used to efficiently enforce parking restrictions by capturing an image of a vehicle and license plate.
- H. *Mobile Parking Application (App)* means a mobile payment platform, authorized by the City of Columbus, provided to customers to pay for parking at single space and/or multi-space parking meters and mobile payment only zones.

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- I. *Parking Services Personnel* means any employee or agent of the city of Columbus, Division of Parking Services.
- J. *Parking Permit* means a permit, obtained from the Department, designated for a specific permit parking zone and linked to a license plate number that allows that vehicle to park legally, exempt of the posted restriction, within the designated parking permit zone.
- K. *Parking Session* means a specific time duration in which parking has been paid for or validated via the mobile parking application authorized by the City of Columbus.
- L. *Permit Parking Zone* means an area within the city of Columbus established by the Department where parking is regulated and managed through the issuance of parking permits.

IV. PROCEDURE TO ESTABLISH, MODIFY, OR REMOVE PERMIT PARKING ZONES

A. Intake

- 1. A request to establish, modify, or remove a permit parking zone shall be made by the appropriate area commission, civic association, business district, special improvement district, or initiated by Parking Services personnel.

B. Outreach

- 1. Parking Services personnel shall meet with the appropriate area commission, civic association, business district, and/or special improvement district to document the need and potential impact of permit parking.

C. Parking Study

- 1. Parking Services personnel shall initiate a parking study and consider the following criteria:
 - a. Land use makeup of the area to determine the zone boundary;
 - b. On-street parking occupancy rates (average occupancy greater than or equal to eighty percent (80%) prompts additional steps in the process); and
- 2. If Parking Services personnel determines, based on the parking study, the permit parking zone is merited, personnel shall work with the area commission, civic association, business districts, and/or special improvement districts to determine the optimal zone and restriction for the area.
 - a. Parking Services personnel shall notify, in writing, all addresses in the affected area by United State Postal Service mail and soliciting feedback on the proposed parking management plan.

D. Permit Zones

- 1. Permit parking zones are determined by evaluating parking demand and land use makeup to draw boundaries that can easily be understood and efficiently enforced. The zone shall be as broad as possible so that parking pressures are not moved from one area to the next.
- 2. The Department shall install official parking restriction signs within a permit parking zone displaying the following information:
 - a. Time limits of the restriction (i.e. 2 hour parking);
 - b. Hours of the day of the restriction (i.e. 8am-4pm);

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- c. Days of the week the restriction is enforced (i.e. Saturday, Sunday and Holidays excluded);
 - d. Identification of the permit zone; and
 - e. Identify if the street is paid parking.
 3. If changes are required to the boundaries of an existing permit parking zone, the Director shall notify, in writing, all existing permit holders and potential permit holders impacted by the change through electronic mail or the United States Postal Service.
- E. Enforcement
 1. Parking Services personnel shall enforce permit parking with LPR. LPR captures the license plate image when digitally marking a vehicle for movement, identifying permit holders, and vehicles that have paid for parking, where applicable.
 2. Images captured by the LPR system shall be purged nightly from the system unless a vehicle is issued a parking citation.
 - a. Images associated with a vehicle issued a parking citation shall be attached to the citation as evidence of the parking infraction.
 3. Plate images are only captured for parking enforcement purposes, and are not transmitted to any agency or organization.
- F. Evaluation Period
 1. The City shall evaluate an existing permit parking zone at the request of the applicable area commission, civic association, business district, and/or special improvement district and may be initiated by Parking Services personnel. The following variable will be used to evaluate the success of a permit parking zone:
 - a. On-street parking occupancy;
 1. Paid parking (where applicable); and
 2. Unpaid, managed parking (where applicable).
 - b. Permit utilization;
 1. Resident permits;
 2. Resident guest permits;
 3. Business permits; and
 4. Institutional permits.
 - c. Mobility option utilization (where applicable).
 2. Any modifications to an existing permit parking zone requires notification to stakeholders and property owners

V. GENERAL RULES**A. Permit Parking General Rules**

1. Parking permits are provided by the City of Columbus as an ability for the permit holder to park in exemption of the posted parking restriction and does not entitle the parking permit holder to park illegally or in prohibition of other posted parking or traffic signage. Improper use of a parking permit may result in the revocation of the current parking permit and/or non-renewal of any future parking permits, as determined by the Department. The vehicle in violation may be subject to a parking citation and vehicle impoundment.

2. No parking permit shall be issued to a resident, business owner, or employee with unpaid City of Columbus parking tickets.
3. Parking permits are not valid at single space or multi-space parking meters unless otherwise indicated on the posted sign.
4. Parking permit applications and required documentation may be submitted online at www.parkcolumbus.com, by United States postal mail, or at the Division of Parking Services, 2700 Impound Lot Road, Columbus, Ohio 43207. Renewals may be completed online, by United States postal mail, or at the Division of Parking Services.
5. A parking permit shall become null and void when a resident or business ceases to:
 - a. Reside or be located within the permit parking zone; or
 - b. Own property within the permit parking zone; or
 - c. Be a business owner or employee of a business within the permit parking zone.
6. If a permit holder changes vehicles, it is the responsibility of the permit holder to update vehicle information including the vehicle registration and license plate number. This can be done online at www.parkcolumbus.com or at the Division of Parking Services.

VI. PERMITTING

A. Resident Permitting

1. See *Table* for zone specific eligibility requirements and fee structure.
2. Any resident that resides in a permit parking zone and meets all eligibility requirements may obtain a parking permit.
3. Applicants shall provide a copy, at a minimum, of the following information:
 - a. Name, home address, and valid email address;
 - b. Valid government issued photo ID;
 - c. Current motor vehicle registration that includes the year, make, model, and license plate number of the vehicle to be permitted; and
 - d. Proof of residency. Acceptable forms of residency shall include one of the following (must match the address of the permit application):
 1. Current signed lease or mortgage statement; or
 2. Current property tax bill (if property owner but resides elsewhere); or
 3. Current landline telephone, gas, water, or electric bill (mobile phone and cable bills will not be accepted).
4. Applicants who meet specific income guidelines are eligible for discounted residential permits for ten dollars (\$10) each and may be renewed on an annual basis. Residents must meet all residency requirements in this Section and provide proper documentation. Documentation is required annually to verify the applicant meets specific income guidelines. Required documentation shall be noted on the application and is subject to change.

B. Resident Guest Permitting

1. See *Table* for zone specific eligibility requirements and fee structure.
2. All residents are required to utilize a virtual permitting system to register the guests' license plate to access guest parking privileges.

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3. Guest parking privileges are only valid in the permit parking zone the resident resides in.
 4. Reselling guest parking privileges is strictly prohibited. Residents found guilty of reselling guest parking privileges shall have all permit privileges revoked.
 5. Resident guest privileges may be restricted in order to manage on-street parking demand and mitigate prohibited uses of guest parking privileges.
- C. Business Permitting
1. See *Table* for zone specific eligibility requirements and fee structure.
 2. Businesses located in a permit parking zone must provide a copy of the business' filing with the Ohio Secretary of State and a current building lease or proof of building ownership to be eligible for a parking permit. Proof of lease must indicate the business as the primary lease holder and must match the applicant address.
 3. Applicants shall provide, at a minimum, the following information:
 - a. The name, address and valid email address of the business owner; and
 - b. Current signed building lease (primary) or proof of building ownership; and
 - c. Copy of its business filing with the Ohio Secretary of State; and
 - d. Valid government issued photo ID of the applicant.
 4. Only one (1) license plate may be assigned to a permit at any given time.
 5. All businesses are required to utilize a virtual permitting system to register the employees' license plate to access parking privileges.
- D. Institutional Permitting
1. See *Table* for zone specific eligibility requirements and fee structure.
 2. Institutions located in a permit parking zone must provide a letter, on organization letterhead, indicating the institutions parking need that supports the number of permits requested and a current building lease or proof of building ownership to be eligible for a parking permit. Proof of lease must indicate the business as the primary lease holder and must match the application address.
 3. Applicants shall provide, at a minimum, the following information:
 - a. The name, address and valid email address of the institution owners;
 - b. Current signed building lease indicating the institution as the primary lease holder or proof of building ownership; and
 - c. Valid government issues photo ID of the applicant.
 4. All institutions will be required to utilize a virtual permitting system to register the guests' license plate to access parking privileges.
- E. Miscellaneous Permitting
1. Property Owners/Landlords
 - a. Upon verification of ownership, property owners that do not reside in a permit parking zone but own a property in the permit parking zone are entitled to one (1) guest parking permit for the parking permit zone the property is located. No resident guest parking privileges shall be granted. The cost of the permit is the same as a resident permit.
 2. Short-Term Rentals

- a. Properties utilizing Airbnb and bed and breakfast operations will be classified as a resident unless the owner can meet the requirements of the business parking program.

VII. REFUNDS, TRANSFERS, AND EXPIRATION

- A. Permit fees shall not be refunded.
- B. A parking permit is specific to a permit parking zone, and shall not be transferred to another permit zone, subsequent household, or business address occupant.
- C. Resident parking permits are annual permits and shall expire one (1) year after issuance with the exception of permits issued in in the following zones: B, D, F, H, J, K, L, M, NK, O, Q, R, S, U, and X. These permits shall be valid for one (1) year beginning August 1 and expire on July 31 of each year.
- D. Business parking permits are valid for one (1) year beginning January 1 and expire on December 31 of each year.
- E. Institutional parking permits are annual permits and shall expire one (1) year after issuance.

VIII. ENFORCEMENT, DENIAL, REVOCATION, SUSPENSION, AND TERMINATION

- A. The Department and the Columbus Division of Police shall have the authority to enforce the provisions of these Rules and Regulations.
- B. The Department or the Columbus Division of Police may temporarily suspend permit parking if the public right-of-way is needed for an emergency or temporary use, including, but not limited to, the construction, maintenance, or repair of a street or utility.
- C. The use of a parking permit is subject to the enforcement of applicable local and state traffic, parking, general offenses, and right-of-way occupancy codes and regulations. Enforcement of these rules and regulations may include parking citation and/or impoundment, suspension, revocation, termination or denial of a parking permit.
- D. The Department may deny issuing a parking permit or revoke or suspend without refund any portion of any fees for a parking permit if:
 1. The permit holder fails to comply with the requirements of these rules and regulations or other applicable law;
 2. The permit holder makes a false statement of material fact on an application for a parking permit; or
 3. The permit holder misuses, duplicates, or transfers a parking permit.

IX. APPEALS

- A. The application for appeal shall be on a form provided by the Department, which shall contain the following information, at a minimum:
 1. The name, address, telephone number, and email address of the applicant(s);
 2. The reason for the requested appeal; and
 3. Any other information requested by the Department for the purpose of processing and considering the application and under the requirements of these rules and regulations.

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- B. The Department may request comments from the applicable area commission, civic association, business association, and/or special improvement district that represents the permit parking zone or whose jurisdiction otherwise intersects with permit parking.
- C. The Director will review each appeal and provide a decision within ninety (90) days of receiving the appeal and supporting documentation.
- D. The Director's decision on an appeal shall be final.

BY ORDER: 
 JENNIFER GALLAGHER, DIRECTOR
 DEPARTMENT OF PUBLIC SERVICE

6/6/19
 DATE

Table 1: Permit Eligibility and Fees for Specific Permit Parking Zones

Short North Permit Parking	
Permit Zones: SNA, SNB, SNC, SND, and SNE	
Resident Permitting	
Eligibility	<ul style="list-style-type: none"> - Single family homes and multifamily developments with four (4) units or less are eligible for one (1) annual permit per licensed driver not to exceed two (2) permits per address. - Multifamily developments, built prior to December 31, 2008, with five (5) or more units are eligible for one (1) annual permit per licensed driver not to exceed two (2) permits per address.
Fees	Each permit is \$25 annually.
Resident Guest Privileges	
Eligibility	<ul style="list-style-type: none"> - Any address that is eligible for residential permits is eligible for resident guest privileges. - Each account/address is allowed one (1) virtual long-term guest permit that can be utilized for one (1) license plate at a time for an undetermined amount of time.
Fees	<ul style="list-style-type: none"> - \$25 per address, per year. - - Each account/address that purchases a guest permit may also purchase up to three hundred (300) twenty-four (24) hour parking passes for three dollars (\$3) each.
Limits	<ul style="list-style-type: none"> - Only one (1) long- term guest permit per account. - Three hundred (300) twenty-four (24) hour guest passes annually.
Business Permitting	
Eligibility	<ul style="list-style-type: none"> - All businesses located in a permit zone, by individual address, are eligible for up to ten (10) business permits. - Four (4) permits will be valid for the zone the business is located and valid twenty-four (24) hours a day, seven (7) days a week. This applies to permit zones SNA and SNB only.

	- The remaining six (6) permits will be valid from 6a-8p daily in the outer zones closest to the business location (SNC,SND).	
Fees	- Permit one: \$100 - Permit two: \$100 - Permit three: \$100 - Permit four: \$100 - Permit five: \$200	- Permit six: \$300 - Permit seven: \$400 - Permit eight: \$500 - Permit nine: \$600 - Permit ten: \$700
Prorated Fees	If permits are purchased after July 1:	
	- Permit one: \$50 - Permit two: \$50 - Permit three: \$50 - Permit four: \$50 - Permit five: \$100	- Permit six: \$150 - Permit seven: \$200 - Permit eight: \$250 - Permit nine: \$300 - Permit ten: \$350
Institutional Permitting		
	Institutions are encouraged to contact Parking Services at parkingservices@columbus.gov to learn more about permit options and to set up an account to obtain permits. Institutional uses may receive up to fifty (50) permits that are valid in the parking permit zone the institution is located.	

Children’s Hospital Permit Parking Permit Zone: CH	
Resident Permitting	
Eligibility	- Single family homes and multifamily developments with four (4) units or less are eligible for one (1) annual permit per licensed driver.
Fees	- Each permit is \$25 annually.
Resident Guest Privileges	
Eligibility	- Any address that is eligible for residential permits is eligible for resident guest privileges. - Each account/address is allowed one (1) virtual long-term guest permit that can be utilized for one (1) license plate at a time for an undetermined amount of time.
Fees	- \$25 per address, per year. - Each account/address that purchase a guest permit may also purchase up to three hundred (300) twenty-four (24) hour parking passes for two dollars (\$2) each.
Limits	- Only one (1) long- term guest permit per account - Three hundred (300) twenty-four (24) hour guest passes annually.
Business Permitting	
Eligibility	- Businesses are not eligible for parking permits.
Institutional Permitting	
	Institutions are encouraged to contact Parking Services at parkingservices@columbus.gov to learn more about permit options and to set up an account to obtain permits. Institutional

	uses may receive up to fifty (50) permits that are valid in the parking permit zone the institution is located.
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