



City of Pasadena – Department of Transportation – Parking Division
100 N. Garfield Avenue, Rm N106, Pasadena, CA 91101 – Phone: (626) 744-7665 – Fax No. (626) 578-0746

APPLICATION FOR A PERMIT TO PARK A VEHICLE IN PUBLIC RIGHT OF WAY – SPECIAL EVENT

APPLICANT INFORMATION

Applicant: _____

Address: _____

Contact Person: _____

Daytime Phone: _____ Cell Phone: _____ E-mail: _____

Description of the event: _____

Description of Vehicle: Height: _____ Length: _____ Width: _____ Color: _____ License Plate _____

Requested Address Where Vehicle Will Be Parked: _____

Requested Date: _____ (Circle one: Sun, Mon, Tues, Wed, Thurs, Fri, Sat)

Requested Time: from _____ to _____

GENERAL GUIDELINES

Requests need to be submitted 10 days in advance

Insurance may be required showing the City of Pasadena as additional insured

Meter fees or street usage fees will apply

Vehicles shall:

1. Not be parked on the street past 10 pm.
2. Not block driveways.
3. Not create a traffic hazard, community inconvenience or nuisance
4. Be placed so as to minimize the sight visibility issues at intersections and adjacent driveways
5. Shall maintain 15 ft. clearance on each side of a fire hydrant
6. It is the permit holder's responsibility to read, understand, and abide by posted regulations including the following restrictions: "No Stopping" Zones, Red curbs, Disabled Parking Zones (Blue Curb), "Tow Away" Zones (White Curb), Commercial Loading Zones, Parking Meters (unless arrangements have been made with the Parking Office), and Temporary Parking or Stopping Restrictions. It is recommended that the applicant read the posted signage.
7. It is the permit holder's responsibility to abide by the Department of Transportation's approved parking plan and follow any additional conditions. The Director of Transportation or designee may place additional conditions as required to ensure the safety, health and welfare of the public.
8. Fee for a Special Event is \$80, plus you may be required to purchase no parking signs to reserve parking spaces, meter fees or street usage fees.

I declare under penalty of perjury, that I have read and understand and agree to comply with the requirements noted above and the rules and regulations, paid associated fees, agree to pay for any damage to public trees, streets, curbs, meters, sidewalks or other public property, and agree to absolve the City of Pasadena of any claims or any liabilities in connection with the placement/parking of the vehicle in the public right of way.

Signature of Applicant

Date

APPLICATION FOR A PERMIT TO PARK A VEHICLE IN THE PUBLIC RIGHT OF WAY – SPECIAL EVENT

Applicant: _____

Address requested for placement of Vehicle: _____

Diagram: (Please show the location requested for parking the vehicle. You may draw a map below or attach a map. Be sure to include the street, property line, driveways, trees, hydrants, and a north arrow)



Office Use Only:

Reviewed by Traffic Division: _____ Permit #: _____

Comments/Special Conditions: _____
