

Virtual Overnight Parking Permit Frequently Asked Questions (FAQs)

What types of permits are available?

- **Annual Overnight Parking Permits** are virtual and physical permits will not be mailed to the customer. Please allow 7 business days for approval and processing. Once payment is submitted the virtual permit becomes immediately active and is linked to the customer's license plate number they provided.

Temporary Overnight Permits are active once purchased. Temporary Overnight Permits can be purchased for \$5 per night. The 24-hour per day self-service machines offer Temporary Overnight Parking permits at a cost of \$5 per night. At any one time, up to ten nights may be purchased with either debit cards or credit cards. No cash will be accepted. Temporary Overnight Permits can be obtained in the following ways:

- Online: www.cityofalhambra.org
- From a self-service kiosk located at:
 - Alhambra Police Department Traffic Lobby** at 211 S. First Street, Alhambra, CA 91801.
 - 7-Eleven Store** at 2150 S Fremont Avenue, Alhambra, CA 91803.

RV Permits are purchased directly from the Alhambra Police Department Traffic Division. Each RV may get two 3 day permits per month. Cost: \$15 for 3 days. Please have the customer contact the Alhambra Police Department, Traffic section directly at 626-570-5119 from 7 am to 4 pm for RV Permit related questions ONLY.

How much do permits cost?

- Annual Overnight Parking Permits, each household which owns a vehicle and shows proof that the vehicle is registered to that household, may purchase an annual residential vehicle permit for \$60.00 each.
- Temporary Overnight Permits are \$5.00 per day.
- RV Permits are \$15 for 3 days and are only available through the Alhambra Police Department Traffic Division.

Can I pay for my permit(s) by debit or credit card?

- Yes, but only online at www.cityofalhambra.org. Credit cards are not accepted or processed by mail. **Do not send credit card information by mail.**

Where can I purchase Annual Permits?

Online

- Permits are available for purchase/renewal online at www.cityofalhambra.org. Once you click the link to purchase a permit, you will need to create an account using the property address to which

the permit(s) will be issued. Using this account, please request the permits you are seeking, and attach the proper verification documents where required. Failure to provide proper verification documents will result in an incomplete application and will prevent your parking permit from being processed. Once your permit is approved and you receive an email stating such, you will be required to submit payment for your permit(s). Once payment is received, your permit(s) will be virtual and immediately active and linked to the vehicle's license plate.

By Mail

- To apply by mail, please send the completed application with all required documents and payment to the City of Alhambra's Permit Processing Center, PO Box 6010, Inglewood, CA 90312. Once your permit is approved and your payment has been processed, your permit(s) will be tied to the vehicle license plate referenced on your application.

How many permits can I purchase?

- There are no maximum Annual Overnight Parking Permits that can be purchased.
- There are no maximum Temporary Overnight Permits that can be purchased.
- The maximum number of RV permits that can be purchased are two, three (3) day permits per month.

What are the required documents needed to apply?

- The applicant must provide current vehicle registration and proof of Alhambra residency. (A current out of state vehicle registration is allowed.)
- Valid driver license or government issued ID
- Proof of residency (valid driver's license or gas/electric/phone bill/bank statement) rental agreement is not acceptable
- For company vehicles, permission letter on company letterhead is required

What if I transfer a vehicle or need to change my address? Transfer only allow with the same registered owner (permit holder)

- If you change or sell your vehicle, a transfer fee of \$20, along with new vehicle registration is required.
- If you change your address within Alhambra city limits, new proof of residency must be submitted along with a \$20 administrative fee.

What address do we mail the applications to?

- Mail the application, required documents and payment to:
City of Alhambra, Permit Processing Center, PO Box 6010, Inglewood, CA 90312.

How long will it take for my permits to be processed and active?

- **Online** applications will be processed within 7 business days. If your Annual Overnight Permit is set to expire during the processing period, please purchase the appropriate number of Temporary Overnight Permits to ensure you will not receive a ticket.

- **Mail-in** applications will be processed in 2-3 weeks. If your Annual Permits are scheduled to expire during that processing period, you must purchase Temporary Overnight Permits until your virtual permits are approved and active.

Can I stop by your office to pay for permits and turn in my application?

- No. The only permits obtainable at a public counter are Temporary Overnight Parking Permits and RV Permits.
- Annual Overnight Parking Permit documents and payments must be submitted online or via the mail.
- Physical applications and payments must be sent to the Permit Processing Center's address stated on the application. A Permit Processing Center staff member shall evaluate your application for compliance, and if all required documents and information are correct, your virtual permits will become active.

Why do we have to pay to park on the street or why does it cost so much?

- Pursuant to Alhambra Municipal Code Chapter 11.36, no person shall stop, stand or park a vehicle on any street between the hours of 2 am and 6 am of any day without a VALID parking permit or valid Disable Placard displayed.

Are there any restrictions I may need to know?

- Vehicles exceeding 6,000 lbs.
- Vehicles exceeding 8 feet in height, 6 feet in width, or 20 feet in length
- Non-motorized vehicles/trailers
- Vehicles that are inoperable/incomplete registration/off-road registration

There is no overnight parking allowed on the following streets between 2 am and 6 am:

- Atlantic Boulevard
- Fremont Avenue
- Main Street
- Mission Road
- Garfield Avenue
- Valley Boulevard

Refunds

- Temporary Overnight Parking fee are non-refundable
- Annual Overnight Parking Permit fee are non-refundable
- RV permits fees are non-refundable