



Public Works Department  
Office of Transportation

## CITY OF BERKELEY Neighborhood-Serving Community Facility Parking Permit Application

FACILITY NAME: \_\_\_\_\_ DATE \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ NEAREST CROSS STREET \_\_\_\_\_

**FACILITY TYPE**  School      Number of Employees \_\_\_\_\_  
 Church      Number of Employees \_\_\_\_\_  
 Senior Center      Number of Daily Clients \_\_\_\_\_

**NUMBER OF OFF-STREET PARKING SPACES PROVIDED**

On-Site \_\_\_\_\_ Other \_\_\_\_\_ Please explain: \_\_\_\_\_

**NUMBER OF DASHBOARD PERMITS REQUESTED** \_\_\_\_\_

<u>EMPLOYEE TRANSPORTATION METHOD</u>	<u>NUMBER OF EMPLOYEES</u>	<u>NUMBER OF SENIOR CENTER CLIENTS</u>
Car: Driver	_____	_____
Car: Passenger	_____	_____
BART/AC Transit	_____	_____
Cab, Van, Dial-A-Ride	_____	_____
Walk/Bike	_____	_____
Other	_____	_____
<b>TOTAL</b>	_____	_____

REPRESENTATIVE RESPONSIBLE FOR PERMIT DISTRIBUTION (Please type or print clearly)

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

I certify that to the best of my knowledge the information provided in this form reflects our present conditions.  
Name & Title of person responsible for this Neighborhood-Serving Community Facility:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

NOTE: APPLICATIONS FOR NEIGHBORHOOD-SERVING COMMUNITY FACILITY PARKING PERMITS MUST BE MADE YEARLY.

❖ **REMEMBER TO ATTACH YOUR WRITTEN NARRATIVE AND AN OFFICIAL COPY OF YOUR EMPLOYEE ROSTER TO THIS APPLICATION (Instructions on the back of this form)**

**FOR OFFICE USE ONLY**

REJECTED     APPROVED:     PERMITS AUTHORIZED \_\_\_\_\_ FOR RPP AREA \_\_\_\_\_

BY \_\_\_\_\_ Date \_\_\_\_\_  
City Traffic Engineer or RPP Project Manager

Comments \_\_\_\_\_

**CITY OF BERKELEY**  
**NEIGHBORHOOD-SERVING COMMUNITY FACILITY PARKING PERMITS**

**I. GENERAL INFORMATION**

Under the terms of the City of Berkeley Residential Permit Parking Ordinance, No. 5908-N.S., a Neighborhood Serving Community Facility parking permit may be issued to a limited number of school and church employees, and clients of City of Berkeley operated senior centers within the general boundaries of the surrounding Residential Permit Parking Area.

To be considered for Parking Permits, the school, church, or senior center must:

1. Have inadequate off-street parking, and no feasible way of creating off-street parking on the facility's site; and,
2. Have no off-street parking available nearby for lease or rental.

City staff will evaluate the requests for parking permits based on the data contained on the application form. This evaluation will also include a field inspection of site characteristics.

**II. APPLICATION FORM**

The Neighborhood Serving Community Facility Application Form is for your use in helping City staff evaluate your Facility's request for Parking Permits. It is important to provide current information regarding the daily number of employees or clients, and how they travel to and from your Facility.

**III. EMPLOYEE/SCHOOL ROSTER**

Copy of the employee's official roster must be attached to the application. The roster must include the name and position of full-time and part-time BUSD employees providing direct services to the students while working at your school site. For private schools, a roster must be submitted showing paid full-time and part-time employees providing direct services to the students and endorsed by the Finance Office of the school or similar school official endorsement.

For volunteers, unpaid employees, or employees not working directly with the students, just specify these categories if listed in the roster. Otherwise, do not add them to the roster.

**IV. NARRATIVE**

A narrative must be attached to the application, describing the steps taken to reduce the number of vehicles driven to the RPP Area by employees of schools/churches, and senior center-clients. It should also describe what incentives are provided to employees/clients to seek alternatives such as:

1. Priority car-pool parking for multi-occupant vehicles?
2. Special parking incentives for users of two-wheel vehicles?
3. Information about discount public transit passes for employees/clients?
4. Other programs or policies.

**V. APPROVED APPLICATIONS**

The following rules apply to approved applications:

- A. Permits cannot be issued sooner than 90 days after the implementation of the new lettered Residential Permit Parking Area.
- B. Under no circumstances will the City approve permits for more than 60% of the facilities employees, or clients, in the case of senior centers.
- C. Distribution of the permits must be done through a designated representative of the enterprise who will be responsible for allocation of permits to employees, or in the case of the senior centers, to its clients.

You will be notified whether or not your application has been approved or rejected.

For additional information, please call the City of Berkeley, Office of Transportation at (510) 981-6399.