



**CITY OF BELLINGHAM
FINANCE DEPARTMENT
City Hall, 210 Lottie Street, Bellingham, WA 98225
360/778-8010**

RESIDENTIAL PARKING ZONE INSTRUCTIONS

1. WHAT YOUR RPZ DECAL WILL DO:

A properly displayed RPZ decal will exempt a resident's vehicle from the time limit parking prohibitions in areas with signs reading, "EXCEPT BY ZONE (#) PERMIT." Your decal must be **permanently affixed** to your vehicle, **and your vehicle must be parked within a one block radius of your address to avoid citation.**

2. WHAT YOUR RPZ DECAL WILL NOT DO:

- An RPZ decal will not guarantee you a parking space in front of your home.
- An RPZ decal will not exempt a vehicle from any parking restrictions other than the RPZ prohibitions. For example, it will not make it legal to park a vehicle:
 - A. Within 15 feet of a fire hydrant;
 - B. On a planting strip;
 - C. On a sidewalk;
 - D. On the street longer than 24 hours;
 - E. Within 30 feet of the approach to an intersection;
 - F. Anywhere else where parking is illegal as defined in the City of Bellingham Traffic Code.
- An RPZ decal will not exempt vehicles of your relatives, babysitter, or guests from posted parking prohibitions. However, you may obtain up to two (2) visitor permits for this purpose.

3. PLACEMENT OF THE DECAL:

- Remove the plastic cover on the decal,
- Permanently affix the decal on the **LEFT REAR BUMPER, OR**
- to the **EXTERIOR** of the lower left of the rear window of the vehicle for which the decal was issued.

If the decal is not properly displayed, and therefore, clearly visible for Parking Enforcement Officers, you will not be exempt from time limit prohibitions and will be liable for citation. No substitutes for decals, such as handwritten notes, will be accepted by enforcement personnel.

4. REPLACEMENT DECALS:

- To obtain a replacement decal **due to a windshield replacement** we need to have:
 - A. The old decal **OR** a copy of the windshield replacement invoice; and
 - B. a letter with your name, address, license plate number, and old decal number, explaining what you are requesting.
- To obtain a replacement decal **due to a change in vehicles**, please provide us with:
 - A. A copy of the current Washington State Vehicle Registration in your name;
 - B. the old decal (even if it is in several pieces); and
 - C. a letter with your name, address, old license plate number, and old decal number, explaining what you are requesting.

5. VISITOR PERMITS:

- Visitor parking is limited to within 1 block of the residence being visited.
- Place the visitor permit on the rear view mirror of the visiting guest vehicle.
- Visitor permits are to be used by visitors of a resident. If a resident uses the visitor permit, the resident is liable for citation.
- To protect the guest permit from theft, windows need to be rolled up and doors locked. Have your guest return your permit before leaving.
- If you lose your visitor permit, it may be replaced twice by submitting a letter with your name, address, license plate number and an explanation of what you are requesting. A third replacement will not be issued until the next renewal cycle.
- Only two visitor permits per residence will be issued. If you are expecting more than two guests at a time, you may obtain a temporary permit from the Finance Director that shall expire at a date determined by the Finance Director but not to exceed five (5) days from the date of issuance.

6. MISUSE OF PARKING DECAL OR VISITOR PERMIT (Bellingham Municipal Code 11.38):

- To avoid losing residential parking privileges for a one year period, be sure to:
 - A. Use the decal only on the vehicle for which it was issued;
 - B. Limit use of the visitor permit to persons actually visiting a resident of the residential parking zone;
 - C. Provide accurate information on the RPZ decal and visitor permit application;
 - D. Report a lost decal or visitor permit within three business days to the Finance Department, 360/778-8000.
- Under City Ordinance, permits and/or visitor's permits may be revoked by the Finance Director for any of the following reasons:
 - A. The permit holder has made any false, misleading or incomplete statement in the application.
 - B. Violation of any of the provisions of the ordinance or ineligibility of the permit holder.
 - C. Termination of the residential parking zone.
- Under City Ordinance, it shall be illegal for any person to do any of the following:
 - A. To make any false or misleading statement in application for a permit.
 - B. To transfer or sell a permit to another person or to a vehicle not authorized by the permit.
 - C. To alter a permit in any respect in order to gain privileges not authorized by the permit.
 - D. To display on a vehicle a permit which has been suspended or revoked.
- The penalty for a violation shall be a fine not to exceed \$500.

7. General Information:

- If you believe a decal or a visitor permit is being misused to park a vehicle in a RPZ, please call the Police Department, 778-8800 with the decal or permit number and license plate number of the vehicle. The Department will investigate your complaint.
- Service vehicles may be exempt from the RPZ prohibitions while serving a residence in the RPZ by obtaining a temporary permit.
- If a visitor permit is lost, it may be replaced one time. After two lost visitor permits, there will be no replacement until the next renewal period.
- Remove all expired decals from your rear window.

For additional information or clarification please call the Finance Department at 360/778-8010.