

City of Commerce

Policy and Procedures for RV Parking Permit Program



Approved by:
City of Commerce City Council
DATE OF APPROVAL

I. POLICY

Objective: Pursuant to and consistent with City of Commerce Ordinance No. 754, it is the objective of this policy to accommodate the needs of the community in the City of Commerce for the issuance of Recreational Vehicle (RV) temporary parking permits and RV disability parking permits for its residents and their sponsored guests. RV parking on City streets is banned City-wide with the exception of parking with a temporary permit or a disability permit. Each application will be reviewed on a case by case basis and at the discretion of the Public Works Department.

Purpose: The purpose of this policy is to set forth the process and criteria by which RV temporary parking permits and RV disability parking permits may be issued by the Public Works Department and to identify the conditions which permit applications may be approved. For purposes of this policy the term “public street” shall not include alleys, whether public or private.

A **recreational vehicle (RV)** is defined by the California Health and Safety Code Section 18010 as follows:

“Recreational vehicle” means both of the following:

(a) A motor home, travel trailer, truck camper, or camping trailer, with or without motor power, designed for human habitation for recreational, emergency, or other occupancy, that meets all of the following criteria:

(1) It contains less than 320 square feet of internal living room area, excluding built-in equipment, including, but not limited to, wardrobe, closets, cabinets, kitchen units or fixtures, and bath or toilet rooms.

(2) It contains 400 square feet or less of gross area measured at maximum horizontal projections.

(3) It is built on a single chassis.

(4) It is either self-propelled, truck-mounted, or permanently towable on the highways without a permit.

(b) A park trailer, as defined in Section 18009.3.



A. Principles for an RV Temporary Parking Permit

1. A person may obtain a temporary recreational vehicle parking permit for a specific recreational vehicle if he or she demonstrates in writing to the satisfaction of the Director of Public Works or his or her designee, on an application form prepared by the Director of Public Works and upon payment of a fee prescribed by resolution of the City Council, that they meet each of the following conditions:
 - a. The person owns or lawfully possess a recreational vehicle, which is operable and currently registered with the State of California;
 - b. The person is a permanent city resident as determined under the law of California that wishes to temporarily park their recreational vehicle adjacent to their residence. For the purposes of this section, “adjacent” to a permanent city resident’s residence means within twenty-five (25) feet of the resident’s fixed address, or a non-resident temporarily visiting a specific fixed residential address with the consent of the resident of that address;
 - c. The proposed parking location is reasonably situated to provide temporary access to the specific fixed residential address of the applicant, or the host of the applicant in the case of visitors;
 - d. The proposed parking location does not create or exacerbate a dangerous traffic safety condition.
2. A permit may be issued for loading, unloading, or other short-term use for a period of not more than seventy-two (72) consecutive hours. Such activities must be conducted in compliance with all other laws and regulations. No more than forty (40) permits shall be issued to any one (1) eligible resident or to any one (1) eligible vehicle within one (1) calendar year, and a twenty-four (24) hour period must elapse between permits. Such parking shall be limited to the area adjacent to the residence from which the loading or unloading will occur, or as close in reasonable proximity as possible as may be necessarily determined by the Director of Public Works, or his or her designee, thereto if the area adjacent to the residence is not available for parking.
3. A permit may be issued for visitor parking for a period of not more than forty-eight (48) hours. Visitor parking must be conducted in compliance with all other laws and regulations. No more than four (4) such permits shall be issued for any one (1) host residence per one (1) calendar year and a twenty-four (24) hour period must elapse between permits. Such permits may only be issued to persons visiting a resident within the city and such visitor must provide proof that the owner of the recreational vehicle resides outside the city, and that it is operable and currently registered. Such parking shall be limited to the area adjacent to the host residence, or as close in reasonable proximity as possible thereto, as may be necessarily



determined by the Director of Public Works, or his or her designee, if the area adjacent to the host residence is not available for parking.

4. Recreational vehicle parking with a temporary recreational vehicle parking permit shall be subject to all applicable parking restrictions in the California Vehicle Code and the Commerce Municipal Code.
5. Nothing in this section shall be construed to permit dwelling in a vehicle.
6. The City Manager, Director of Public Works, or City Engineer are authorized to promulgate and publish rules and regulations to interpret and implement this section.
7. All related fees and charges associated with, or as referenced or determined by, this section, and/or to implement the temporary parking permit, shall be **established by resolution of the City Council**, which may be amended from time to time.
8. Issuance of an RV temporary parking permit does not guarantee a parking space if there is insufficient space between other legally parked vehicles.
9. RV temporary parking permits shall be displayed on the window closest to the rear or the rear window itself and on the driver's side so as to be readily visible from the street by City personnel, as directed in instructions contained in the permit itself and shall include the address of the owner or lessee of the private property, at which the vehicle is to be parked.
10. Permits are valid only at the address contained upon the permit and are effective while the holder owns or leases the property for which the permit is issued.
11. All issued and existing RV temporary parking permits will be documented.
12. RV temporary parking permits not properly displayed are subject to citation.
13. An RV temporary parking permit will not be valid where signs are posted restricting parking for any other reason, i.e., No parking this side, etc. or during certain hours.

B. Principles for an RV Disability Parking Permit

1. A person may obtain a recreational vehicle disability parking permit for a specific recreational vehicle to be parked at a specific location or locations if he or she demonstrates in writing to the satisfaction of the Director of Public Works or his or her designee, on an application form prepared by the Director of Public Works and upon payment of a fee prescribed by resolution of the City Council, that they meet



each of the following conditions:

- a. The person owns or lawfully possess a recreational vehicle, which is operable and currently registered with the State of California;
 - b. The person is a permanent city resident as determined under the law of California;
 - c. The person possesses a distinguishing disabled placard or license plate lawfully and properly issued pursuant to the California Vehicle Code;
 - d. The proposed parking location is necessary to provide access to a specific fixed residential address sited with a lawful dwelling unit at which the person resides;
 - e. The proposed parking location does not create or exacerbate a dangerous traffic safety condition;
 - f. The person demonstrates that by reason of the disability which warranted issuance of their California distinguishing placard or license plate, the recreational vehicle is specially equipped and necessary to accommodate the disability of the person seeking the permit so that a reasonable modification to the City's on street parking regulations is warranted under state and federal law.
 - i. If a recreational vehicle disability parking permit applicant or permit holder fails or refuses to provide the information required by these rules and regulations, the Director of Public Works may, but need not, obtain from the Department of Motor Vehicles the information allowed by California Vehicle Code section 22511.58(a). When he or she deems it necessary or advisable, the Director of Public Works may convene a review panel for the purposes enumerated in California Vehicle Code section 22511.58(b).
2. Application Review and Permit Issuance. Upon receipt of a complete application for a recreational vehicle disability parking permit, and prior to issuing any such permit, the Public Works Department shall:
- a. Review the application and all supporting materials for completeness and compliance with this section.
 - b. Inspect the recreational vehicle to determine whether it is specially equipped and necessary to accommodate the applicant's disability.
 - c. Review the requested parking location to verify that it is a legal dwelling unit where the applicant resides.



3. Duration. Recreational vehicle disability parking permits shall be valid for so long as the person remains disabled, but for no longer than one year. Permits may be renewed provided that the permit holder demonstrates in writing that he or she continues to meet the conditions of this section.
4. Recreational vehicle parking with a recreational vehicle disability parking permit shall be subject to all applicable parking restrictions in the California Vehicle Code and the Commerce Municipal Code.
5. All related fees and charges associated with, or as referenced or determined by, this section, and/or to implement the disabled parking permit, shall be established by resolution of the City Council, which may be amended from time to time.
6. RV disabled parking permits shall be issued by the Public Works Department on a calendar year basis, and each such permit shall expire at midnight (12:00 a.m.), December 31st following its issuance. The fee charged for RV disabled parking permits issued for less than twelve (12) months may be reduced in proportion to the time already elapsed in the current calendar year for which the permit would be valid. Fees paid for permits which are revoked by the Public Works Director may not be refunded. Permits may be renewed annually by mail.
7. Issuance of an RV disabled parking permit does not guarantee a parking space if there is insufficient space between other legally parked vehicles.
8. RV disabled parking permits shall be displayed on the window closest to the rear or the rear window itself and on the driver's side so as to be readily visible from the street by City personnel, as directed in instructions contained in the permit itself and shall include the address of the owner or lessee of the private property, at which the vehicle is to be parked.
9. Permits are valid only at the address contained upon the permit and are effective while the holder owns or leases the property for which the permit is issued.
10. All issued and existing RV disabled parking permits will be documented.
11. RV disabled parking permits not properly displayed are subject to citation.
12. An RV disabled parking permit will not be valid where signs are posted prohibiting parking for any other reason, i.e., No Parking this side, etc. or No Parking during certain hours.



II. PROCEDURES

A. Screening and Submittal Process for an RV Temporary Parking Permit

To process an application for a RV temporary parking permit, an applicant must complete and submit a “RV Temporary Parking Permit Request Form” application available at the City, please refer to Attachment 1 for the application. Applications for RV temporary parking permits shall be reviewed and if appropriate, approved by the Public Works Department. An application for RV temporary parking permits shall require, at a minimum, the following information:

1. City of Commerce Resident Card; and/or
2. Name of the applicant for the RV temporary parking permit.
3. Address of applicant requesting the RV temporary parking permit.
4. Proof of current residence or ownership of the property for which the permit is requested.
5. Identification of recreational vehicle, including license number, make and year of the RV vehicle registered at that address or to the household.
6. Such additional information as the Public Works Director may require.

B. Screening and Submittal Process for an RV Disabled Parking Permit

To process an application for a RV disabled parking permit, an applicant must complete and submit a “RV Disabled Parking Permit Request Form” application available at the City, please refer to Attachment 2 for the application. Applications for RV disabled parking permits shall be reviewed and if appropriate, approved by the Public Works Department. An application for RV disabled parking permits shall require, at a minimum, the following information:

1. Name of the applicant for the RV disabled parking permit.
2. Address of applicant requesting the RV disabled parking permit.



3. Proof of current residence or ownership of the property for which the permit is requested.
4. Identification of recreational vehicle, including license number, make and year of the RV vehicle registered at that address or to the household.
5. Proof of a physically challenged parking placard from the applicant, (including number and color) or disabled person's license plate number.

The applicant has a disability as defined by the Americans with Disabilities Act of 1990 that prevents him or her from walking long distances and be in possession of a Disabled Person License Plate with adequate identification (ID) or a permanent Disabled Person Placard ID Card, as required by the California Vehicle Code Section 5007, 22511.55 or 22511.59.

6. Such additional information as the Public Works Director may require and the statement that misuse of a permit issued under this Section is grounds for revocation of the permit by the Public Works Director.

C. Analysis of Applications

1. Review submitted material from applicant.
2. Based on this policy and application, determine if there is adequate justification to allow or not allow the issuance of the RV temporary parking permit or RV disabled parking permit.
3. Conduct site investigation. The site and adjacent street are reviewed for parking utilization and existing street widths.
4. Evaluation of existing parking conditions on the street block. Is it feasible for a recreational vehicle to park within twenty-five (25) feet of the resident's fixed address? Is the proposed parking location reasonably situated to provide temporary access to the specific fixed residential address of the applicant?
5. A review of any written support documents submitted by the applicant from neighbors in the area. If necessary, confer with the adjacent neighbor and property owner regarding the possible RV temporary parking permit or RV disabled parking permit issuance.
6. The Public Works Department will complete the necessary administrative and field



work and respond to the applicant in a timely manner from the date of a complete application submittal.

D. Appeals

If the request is denied by the Public Works Department, the request may be appealed by the applicant to the City Council. The applicant shall submit their request for appeal in writing to the Public Works Department within 14 calendar days from date of action.

E. Annual Re-Application for RV Disabled Parking Permit

1. For an RV disabled parking permit to remain active, the applicant will be required to fill out and submit an annual application form to the Public Works Department.
2. The annual re-application period shall be from January to December every year.

F. Procedure Review

The Policy and Procedures for the RV Parking Permit Program will be reviewed by the Public Works Department periodically to determine their applicability and approach to customer service. Any significant changes to the procedures will be submitted to the Traffic Commission for review.

G. Conditions

If the Applicant meets all the above criteria, the following requirements must be met, and conditions agreed to before implementation:

1. The Applicant must observe and obey all parking regulations.
2. An RV temporary parking permit and an RV disabled parking permit shall not be misused. Any misuse shall result in the removal of the permit. Misuse shall be determined by the City, in its discretion. In ascertaining whether an RV parking permit has been misused, the City shall consider the following factors:
 - a. Expiration of RV temporary parking permit. The length of time has elapsed for the seventy-two (72) consecutive hours of parking allowed by a RV temporary parking permit.
 - b. Expiration of RV disabled parking permit. The RV disabled parking permit has



expired at midnight (12:00 a.m.), December 31st following its issuance and has not been renewed.

- c. The person issued the RV disabled parking permit is no longer disabled or has an expired DMV issued Disabled Person Placard.
- d. The RV or recreational vehicle shall not have expired license plates.
- e. Continuous complaints from neighboring resident's regarding the parking of the recreational vehicle. The recreational vehicle must be parked adjacent to the applicant's residence. "Adjacent" to a permanent city resident's residence means within twenty-five (25) feet of the resident's fixed address.
- f. Any other factors the City deems reasonable and relevant to the issue.
- g. The RV disabled parking permit shall not to be used for long-term storage of a recreational vehicle. The recreational vehicle must be kept in good repair and shall be operational, as outlined in the California Vehicle Code. For the purpose of this policy, long-term storage of recreational vehicles is defined as any vehicle parked or left standing on a public street in the same location and not driven or moved in excess of 14 consecutive calendar days.
- h. The above conditions are "non-negotiable" and are deemed final.

H. Application and Permit Fees

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RECREATIONAL VEHICLE (RV) TEMPORARY PARKING PERMIT REQUEST FORM

The owner or lessee of property may park a recreational vehicle within twenty-five (25) feet of the resident's fixed address when the vehicle displays an RV temporary parking permit. A permit may be issued to resident's for loading, unloading, or other short-term use for a period of not more than seventy-two (72) consecutive hours. No more than forty (40) permits shall be issued to any one (1) eligible resident or to any one (1) eligible vehicle at a time within one (1) calendar year, and a twenty-four (24) hour period must elapse between permits. A permit may be issued for visitor parking for a period of not more than forty-eight (48) hours. No more than four (4) such permits shall be issued for any one (1) host residence per one (1) calendar year and a twenty-four (24) hour period must elapse between permits. Misuse of permit is grounds for revocation of the permit by the Public Works Director. (what happens if a resident rents a RV for a trip and wants to load or unload it? Would this need a visitor permit?)

Applicant Name: _____ Date: _____

Phone Number: _____ *Print Name* Email: _____

Property Address: _____

Are you a tenant or owner of your residence? Tenant ☐ Owner ☐

Are the following attached to the application? *(Name and address on all attachments must match the name and address on application, if not a valid reason must be given.)*

A. Proof of current residence or ownership of the property: ☐ Yes ☐ No

B. Copy of Valid CA Driver's License or CA I.D. Card: ☐ Yes ☐ No

Please answer the following questions to help us determine the feasibility of your request:

C. Information of recreation vehicle requesting temporary parking permit for:
License Number _____ Make _____ Year _____

1. _____

D. Is your residence part of an apartment complex or has more than 1 unit? ☐ Yes ☐ No

Applicant's Signature: _____ Date: _____



RECREATIONAL VEHICLE (RV) DISABLED PARKING PERMIT REQUEST FORM

A person may obtain a recreational vehicle disability parking permit for a specific recreational vehicle to be parked at a specific location or locations. RV disabled parking permits shall be issued on a calendar year basis, and each such permit shall expire at midnight (12:00 a.m.), December 31st following its issuance. Misuse of permit is grounds for revocation of the permit by the Public Works Director.

Applicant Name: _____ Date: _____

Phone Number: _____ *Print Name* Email: _____

Property Address: _____

Are you a tenant or owner of your residence? Tenant ☐ Owner ☐

Are the following attached to the application? *(Name and address on all attachments must match the name and address on application, if not a valid reason must be given.)*

A. Proof of current residence or ownership of the property: ☐ Yes ☐ No

B. Copy of Valid CA Driver's License or CA I.D. Card: ☐ Yes ☐ No

C. Copy of DMV-Issued Disabled Placard: ☐ Yes ☐ No

D. Copy of DMV-Issued Vehicle Registration: ☐ Yes ☐ No

Please answer the following questions to help us determine the feasibility of your request:

E. Information of recreation vehicle requesting temporary parking permit for:
License Number _____ Make _____ Year _____

1. _____

F. Is your residence part of an apartment complex or has more than 1 unit? ☐ Yes ☐ No

Applicant's Signature: _____ Date: _____