



## CITY OF CERRITOS

### OVERNIGHT PARKING POLICIES AND PROCEDURES

**Last Updated: 01/28/2021 (Resolution No. 2021-01)**

Prior Version Updated: 10/08/2015 (Resolution No. 2015-24)

Original Eff. Date: 10/08/2015 (Resolution No. 2015-24)

#### **1. PURPOSE**

The purpose of this policy is to delineate the administrative policies and procedures governing the City's parking permit program.

#### **2. CERRITOS MUNICIPAL CODE 10.02.040, SECTION 3218 ADDED – PARKING**

A. Cerritos Municipal Code 10.02.040, Section 3218 prohibits vehicle parking on public roadways from 3 a.m. until 5 a.m. without a City issued overnight parking permit. The referenced municipal code provision allows for the establishment of a procedure to permit the temporary overnight parking of motor vehicles on public roadways.

B. The following text is a complete copy of the referenced parking ordinance:

"Los Angeles County Ordinance No. 6544, as amended, entitled 'The Traffic Ordinance' and adopted as the traffic ordinance of the city, is amended in the following particulars: Chapter III, Article 2, is amended by adding thereto Section 3218 to read as follows:

Sec. 3218. No person shall park any vehicle on any highway, street, alley or public way or public place between three a.m. and five a.m. on any day. Notwithstanding the provisions hereof, the city council may adopt a procedure to permit the temporary overnight parking of motor vehicles on highways, streets, alleys or public ways in this city on such terms and conditions and for such period of time as the city council shall determine (Ord. 293 § 1, 1970; Ord. 238 § 1, 1969)."

#### **3. PARKING PERMITS - OVERVIEW**

A. Overnight parking permits allow qualified residents to park their vehicles on Cerritos streets between 3 a.m. to 5 a.m. Restricting street parking helps keep streets clear and allows neighbors and Sheriff's deputies to quickly identify suspicious vehicles.

- B. Parking permits are assigned to a specific Cerritos household. Parking permits are valid only for those vehicles listed on the resident's parking permit application. Parking permits are non-transferable. Should your vehicle information change, please log into the City's online parking permit system and provide the updated information.
- C. No parking permit is required for vehicles displaying a valid Department of Motor Vehicle's issued Disabled Person placard or license plate.
- D. The City provides three types of parking permits: 1) annual parking permit; 2) special circumstance parking permit (limited to 90 days); and 3) temporary (overnight) parking permit.
- E. Residents can apply for a parking permit any time by visiting the City's webpage and accessing the web-based parking permit program via the online portal.
- F. Annual, special circumstance, and temporary (overnight) parking permits must be placed on the driver's side dashboard of the vehicle near the windshield with the permit number or expiration date facing upward and visible from outside the vehicle.
- G. Signs identifying parking restrictions are posted at the entrance to all residential tracts.

#### **4. HOW TO OBTAIN A PARKING PERMIT**

- A. Residents can request a parking permit by visiting the City of Cerritos' webpage and selecting "Parking Permits" from the menu.
- B. Once on the homepage of the City's Parking Permit Registration System, follow the instructions to establish an online account or log in to your existing parking permit account.
- C. Next, select the type of parking permit you require and submit the requested information.
- D. Community Safety staff will review and process the annual and special circumstance parking permit applications.
- E. Once a parking permit application is approved, staff will mail the requested annual or special circumstance parking permit placard to the resident.
- F. Temporary (overnight) parking permits can be printed immediately by the resident after providing the requested online information. Residents who do not have access to a printer may write the provided permit information on a half sheet of paper and then place that handwritten document on the driver's side dashboard of the vehicle. The handwritten document must include the assigned permit number, beginning and ending date, and vehicle description (year, make, model, license plate number, and state).
- G. Community Safety staff are available to assist any resident seeking a parking permit Monday through Friday from 8 a.m. until 5 p.m., except holidays.

## 5. ANNUAL PARKING PERMITS

- A. An annual parking permit is for those residents who have more passenger vehicles than their driveway and garage can fit.
- B. Annual parking permits are issued to passenger vehicles only.
- C. The City offers two types of annual parking permits:
  - 1. **Placard parking permit:**
    - a. An assigned annual parking permit placard may be utilized with any vehicle listed on the resident's annual parking permit application. The license plate numbers listed on the resident's annual parking permit application are uploaded into the City's parking permit program data file.
    - b. Vehicles not listed on the annual parking permit application will not appear in the City's parking permit data file and are subject to receiving a parking citation.
    - c. The parking control officer's mobile cellular device can identify the license plates that have been uploaded into the City's parking permit program data file.
  - 2. **Windshield sticker parking permit:**
    - a. Residents may request an annual windshield parking permit sticker in lieu of receiving a placard parking permit.
    - b. A windshield parking permit sticker is assigned to a specific vehicle. This option may be more viable for those who always park the same vehicle on the street.
    - c. The windshield parking permit sticker must be affixed to the lower interior corner of the windshield on the driver's side.
- D. The qualifications for a single annual parking permit are as follows:
  - 1. A single parking permit will be issued when a residence with a two-car garage has four (4) registered vehicles, or a condominium has three (3) registered vehicles. Residences with a three-car garage must have at least six (6) registered vehicles to qualify for one annual parking permit.
  - 2. The address listed on a driver's license and vehicle registration must match the residential address listed in the annual parking permit application. If the addresses do not match, the resident must provide proof that a DMV "change of address" form was submitted.
  - 3. Only one licensed driver is required for this category.
  - 4. Vehicles listed on the parking permit application must be parked at the residence on a regular basis (cannot be stored offsite).

- E. The requirements for additional annual parking permits are listed below:
1. Households may qualify for multiple annual parking permits.
  2. The following matrix identifies the number of vehicles and licensed drivers required for additional parking permits:

Two-car garage:	Vehicles required:	Driver's license required:
Second (2) parking permit	5	4
Third (3) parking permit	6	5
Fourth (4) parking permit	7	6
Fifth (5) parking permit	8	7
Sixth (6) parking permit	9	8
Three-car garage:	Vehicles required:	Driver's license required:
Second (2) parking permit	7	6
Third (3) parking permit	8	7
Fourth (4) parking permit	9	8
Fifth (5) parking permit	10	9
Sixth (6) parking permit	11	10
Condominiums:	Vehicles required:	Driver's license required:
Second (2) parking permit	4	3
Third (3) parking permit	5	4
Fourth (4) parking permit	6	5
Fifth (5) parking permit	7	6
Sixth (6) parking permit	8	7

3. Residents requiring additional annual parking permits can contact the Community Safety staff at (562) 916-1266.

- F. Annual parking permits can be provided to eligible residents at any time during the year, but all annual parking permits expire on December 31 of each year. Renewal is not automatic and permit holders must reapply each year to receive a current annual parking permit.
- G. Households must meet the eligibility requirements to receive an annual parking permit(s) and upload the required documentation to the City's web-based parking permit program at <https://cerritos.citationinfo.com/Permits/>. Documentation includes copies of current vehicle registration and driver's license information.
- H. Qualifying vehicles and driver's licenses must be registered to the Cerritos address (except for company-owned vehicles).
- I. Unmarked company or government vehicles can be included in the criteria for a permit if the resident obtains an agency letter stating that the vehicle is assigned to the resident and the letter identifies the time period that the resident will be in possession of the company/government-owned vehicle.
- J. Annual parking permits are not issued to motorhomes, trailers, pickup trucks with oversized campers, recreational vehicles, or commercial vehicles.
- K. A commercial vehicle is any vehicle used for commerce that displays signs, logos, racks, ladders, paint supplies, machinery, trade tools, or contains food refrigeration/preparation equipment. Tractor-trailers, box trucks, and carpool vans with logos are also considered commercial vehicles.
- L. Once an annual parking permit application has been submitted and approved, staff will mail the resident the authorized number of parking permit placards.
- M. Annual parking permits can be issued under special circumstances. These circumstances include oversized, non-commercial vehicles (extended cab pickup trucks, large SUVs, etc.) that do not fit in a garage or on a driveway. Such vehicles must be inspected by staff to verify the special circumstance.

## **6. SPECIAL CIRCUMSTANCE PARKING PERMITS**

- A. A special circumstance parking permit placard is available to residents who do not meet the qualifications for an annual parking permit and require additional street parking due to a short-term special circumstance.
- B. Special circumstance parking permits are issued for a period more than 14 days and less than 90 days.
- C. Residents seeking a special circumstance parking permit must submit a special circumstance parking permit application via the City's online parking permit program. Residents must upload documentation which supports the special circumstance parking permit request. Staff will review the parking permit application and, if approved, issue a special circumstance parking permit.

- D. Situations that qualify for a temporary special circumstance parking permit include:
1. Temporary visitor staying for a period more than 14 days and less than 90 days.
  2. Extended construction projects at the residence that requires vehicles to be parked in the street.
  3. Resident healthcare provider.
  4. New resident(s) moving into the City or awaiting updated DMV records.
  5. Student(s) on scheduled break and temporarily living at home.
  6. Situations that temporarily require an extra vehicle at the residence (i.e., rotating vanpool, civil disputes, temporary use of a company or rental vehicle, matters involving probate, or persons on military deployment).
  7. Other reason(s) may also necessitate the issuance of a special circumstance parking permit. The Public Safety Manager will review the merits of each application and render a decision that considers the requirements of the resident and community at large.

## **7. TEMPORARY (OVERNIGHT) PARKING PERMITS**

- A. Residents can obtain temporary (overnight) parking permits for any reason including overnight visitors. Temporary parking permits are restricted to passenger vehicles. However, temporary parking permits may be issued for trailers and motorhomes two (2) days prior to a resident leaving on vacation and two (2) days after the resident returns. The trailer must be attached to a towing vehicle at all times (10.02.020 CMC).
- B. Cerritos residents are allowed thirty (30) one-day temporary (overnight) parking permits in a calendar year per household. A two-day weekend permit is counted as one day. Overnight parking permits issued on Saturday are also valid for Sunday.
- C. Permits are not issued to commercial vehicles, recreational vehicles (excluding motorhomes) or motorcycles.
- D. Residents may request a temporary (overnight) parking permit 30 days in advance of the actual required date(s). A resident has the option to select a temporary (overnight) parking permit that is valid for one (1) day through 14 days.
- E. Residents can request a temporary (overnight) parking permit any time by visiting the City of Cerritos' webpage, select "Parking Permits" from the menu, log into their parking permit account, and provide the requested information.
- F. Residents can print their temporary (overnight) parking permit immediately after providing the requested information.

- G. Temporary (overnight) parking permits must be placed on the driver's side dashboard of the vehicle near the windshield with the permit number or expiration date facing upward and visible from outside the vehicle. Vehicles not displaying a valid parking permit between 3 a.m. and 5 a.m. are subject to a parking citation.
- H. Residents who do not have access to a printer may write the provided temporary (overnight) parking permit information legibly on a half sheet of paper and then place that handwritten document on the driver's side dashboard of the vehicle. The handwritten document must include the parking permit number, beginning/expire date, and vehicle description (year, make, model, license plate number, and state).

## **8. GENERAL PROCEDURES**

- A. All permitted vehicles should be parked in front of the resident's home whenever possible.
- B. Providing false information on a parking permit application will result in the immediate revocation of the parking permit.
- C. Parking permits must be displayed on the driver's side dashboard of the vehicle with the permit number or expiration date visible from outside the vehicle.
- D. Vehicles not displaying a valid parking permit from 3 a.m. until 5 a.m. are subject to receiving a parking citation.
- E. A parking permit does not exempt the vehicle from the street sweeping ordinance (10.12.065 CMC).

## **9. APPEALS**

- A. Denial of an annual parking permit can be appealed by requesting an office conference with the Public Safety Manager within ten (10) days of receiving the denial notice.
- B. If the appeal is denied at the first level, residents can request that their appeal be brought before the City's Property Preservation Commission (second level). Residents appealing to the Property Preservation Commission must submit a written appeal within ten (10) days of receiving the denial notice. Staff will prepare a report and forward the appeal to the Property Preservation Commission for consideration.
- C. The Commission's decision may be appealed to the City Council in a written appeal, setting forth the grounds for appeal (third level). The appeal to the City Council must be filed with the City Clerk within ten (10) days of the Commission's decision.

**10. REPLACEMENT PERMITS**

- A. Replacement annual and special circumstance parking permits are available if a parking permit is lost or stolen.
- B. Residents may obtain a replacement parking permit by visiting the City's home webpage, logging into the parking permit program, then selecting the Lost/Stolen tab on the parking permit home page, and providing the requested information.
- C. After a resident provides the requested information and submits the completed Lost/Stolen digital form, staff will review the completed form and provide a replacement parking permit.
- D. Once a replacement parking permit placard is issued, the lost/stolen parking permit placard becomes invalid.
- E. Use of an invalid parking permit may result in a parking citation.

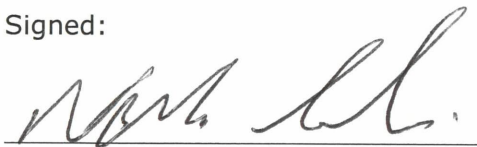
**11. ASSISTANCE AND CONTACT INFORMATION**

Community Safety staff will remain available to assist residents with the City's parking permit program or public safety issues during normal business hours. The Community Safety office telephone number is (562) 916-1266.

**12. APPROVAL OF POLICY**

This Policy was approved by the City Council by way of Resolution No. 2021-01 on January 28, 2021 and became effective immediately thereon.

Signed:



**Naresh Solanki, Mayor**

Date:

2/9/2021

Signed:



**Art Gallucci, City Manager**

Date:

2/9/2021



STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CERRITOS            )

I, Vida Barone, City Clerk of the City of Cerritos, California, DO HEREBY CERTIFY that the foregoing **Resolution No. 2021-01** was duly approved and adopted by the City Council of the City of Cerritos at a Regular Meeting held on the 28th day of January, 2021, and that it was so adopted as follows:

AYES:            Councilmembers – Barrows, Hu, Vo, Solanki  
NOES:            Councilmembers – Yokoyama  
ABSENT:          Councilmembers – None  
ABSTAIN:         Councilmembers – None

DATED: February 8, 2021



---

Vida Barone, City Clerk/Treasurer