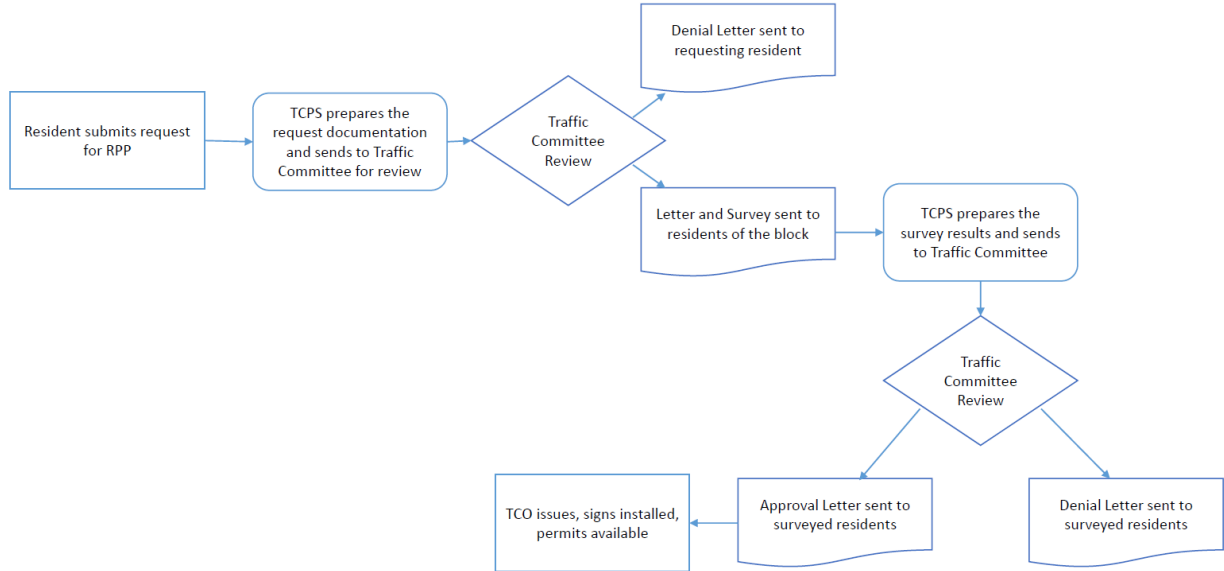


Residential Parking Program Procedure Overview



1. Any resident may submit a request to rpp@downtowntc.com. This group email will notify Traverse City Parking Services (TCPS), Engineering Department designee, and Traffic Committee chairperson. If the requestor does not have access to email, a letter is to be submitted to Parking Services. If a letter request is submitted, Parking Services will scan and submit via email. The purpose of the email notification is to provide a trackable form of the process and begin a timeline.
2. TCPS will submit a memo to the Traffic Committee to review the request to verify if a block qualifies for residential parking and utilization that warrants restricted time limits. The purpose of the RPP program is to provide residents who live in areas that have increased parking utilization an opportunity to request restricted time limits and have access to a permit that will provide an exemption from the restriction. If a block is underutilized or has a circumstance that does not warrant the request, they would be denied.
3. TCPS will notify residents of the outcome of the Traffic Committee's decision, with documentation of when notification is sent.
 - a. If the Traffic Committee denies the request, the letter will inform them that their block does not qualify and the reasoning why and they can request another survey if desired in one year.
 - b. If the Traffic Committee approves the request, the letter will inform them that their block does qualify and a survey is provided.
4. TCPS will tabulate survey results, and provided to the Traffic Committee for verification. TCPS will track due dates for surveys, when surveys are received, and if surveys are unable to be delivered.
5. If favorable, the Traffic Committee will issue necessary TCOs, make signage requests to DPS, and approve notification to residents. TCPS will work with the Traffic Committee to follow the process and requirements for establishing time restricted zones.

6. TCPS will notify residents of the results of the surveys,
 - a. If survey results were in favor, the process is underway and residents may begin to obtain permits.
 - b. If survey results did not show support, no permits can be issued with communication identifying that another request can be made in one year.