



**CITY OF SUNNYVALE
DIVISION OF TRANSPORTATION AND TRAFFIC**

Residential Parking Permit Application Instructions

To receive a residential parking permit, you must fill out the application and provide specific types of documentation. Permits may be issued to residents, caregivers, guests, and contractors. Please read the directions carefully and be prepared to display the required documents. If applying by mail, send copies of the documents; do not submit original documents by mail. If you have any questions or need more information, please call the Department of Public Works, Administration Division, at (408) 730-7415, TDD (408) 730-7501.

Vehicle registration/ownership

For the vehicle being permitted, provide the vehicle license plate number, its make and year, and the registration expiration date. When submitting the permit application, bring the vehicle registration card with you to show to the permit clerk. If applying by mail, provide a copy of the vehicle registration card with your permit application; do not send original documents.

If the vehicle is a leased vehicle registered to the lessor, proof of lease is required. When submitting the permit application, bring the lease agreement or proof of lease payment (payment stub with lessor and lessee names) to show to the permit clerk. If applying by mail, provide a copy of the lease agreement or proof of lease payment with your permit application; do not send original documents. If this type of proof is being provided, circle Y in the "Leased Vehicle" box.

If the vehicle is a company vehicle assigned for personal use, provide a letter on company letterhead, signed by an officer of the company, identifying the vehicle and authorizing the applicant to use the vehicle for personal use. If this type of proof is being provided, circle Y in the "Personal Use Company Vehicle" box.

Proof of residence

In addition to vehicle registration and ownership information, one additional proof of residence is required. This can be provided in one of the following ways:

- Current residence rental or lease agreement, or rent payment receipt
- Utility bill identifying residence and applicant
- Bank statement or pre-printed check with applicant's name and address
- Current vehicle insurance policy
- Driver's License

When submitting the permit application, bring the proof of residence document to show to the permit clerk. If applying by mail, provide a copy of the proof of residence with your permit application; do not send original documents.

Active military personnel may be issued a permit for vehicles not registered to the applicant address. Provide proof of a current military assignment along with one piece of proof of residence at the permit address with the permit application.

Applicant Information

Please provide the name, address, and telephone number of the permit applicant.

Caregiver Permits

If the application is for a caregiver of a resident in the permit area, please circle Y next to "Caregiver Permit." Vehicle information should be of the caregiver's vehicle. The applicant must be the resident and the resident's name and address information should be given on the application. The name of the caregiver should be listed where indicated.

A medical affidavit form must be filled out and submitted by the applicant, or proof of a caregiver contract between the applicant and the caregiver should be presented. When submitting the permit application, submit the medical affidavit form or bring the caregiver contract to show to the permit clerk. If applying by mail, include the medical affidavit form or provide a copy of the caregiver contract; do not send original contract documents.

Sign and Date

Sign and date the bottom of the application form.

Guest Permits

Guest permits will be issued to confirmed residents/permit holders upon display of a valid driver's license. Guest permits will be issued for 24-hour periods only. Guest permits are available at Sunnyvale City Hall, Department of Public Works, 456 W. Olive Ave. during normal business hours.

Permits by Mail

Applications may be submitted by mail to the following address:

City of Sunnyvale
Department of Public Works, Administration
P.O. Box 3707
Sunnyvale, CA 94088-3707

Please include the completed application, copies of the required documents, and a check in the amount of \$19.00 made out to City of Sunnyvale.