



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

**Alturas Ave and Train Station Area Residential Permit Parking
Frequently Asked Questions**

What is a parking exemption permit?

Alturas Ave: A residential parking permit allows the holder of the permit to park on the public street in areas which are designated by signs for Resident Parking Only. Without a permit, anyone parking in the designated area is subject to citation. Permits do not exempt the holder from any other posted regulations, municipal code regulations, or California Vehicle Code regulations.

Train Station Area: A residential parking exemption permit exempts the holder of the permit from the posted time-limit parking regulations. The permit will allow residents to park on the street for longer than the posted 7-hour time limit that is in place from 8 a.m. to 6 p.m. Without a permit, anyone parking in the area of the 7 hour regulation for longer than 7 hours is subject to citation. Permits do not exempt the holder from any other posted regulations, municipal code regulations, or California Vehicle Code regulations.

Do I have to buy a permit to park in my neighborhood?

Alturas Ave: Yes. However, if you do not want to park on the street then you do not need a permit. You do not need a permit to park in your own driveway.

Train Station Area: No. The program is voluntary. If you do not want to park on the street for longer than 7 hours during the daytime, then you do not need a permit. You do not need a permit to park in your own driveway.

How do I get a permit?

Submit an application to the Department of Public Works by mail or in person at the One Stop Permit Center located at City Hall. Applications and instructions for completing an application can be found on the City's website. Applications are also available at the One Stop Permit Center. With the application, you will need to show two pieces of information:

- Proof of vehicle ownership or authorization to use
- Proof of residency

There are several different documents that are acceptable for providing the required information; these are listed on the application. Typically, vehicle registration and a utility bill will suffice.

Renewal permit applications are mailed out when the permits are due to expire. To receive a permit for the following calendar year, current permit-holders can just mail the renewal for and payment.

Who do I call if I have questions about the application?

Contact the Department of Public Works, Administration Division, at (408) 730-7415.

How much do the permits cost?

There is an annual cost of \$19.00 per permit. Fees are to cover administrative costs and therefore cannot be prorated.

Can I buy one permit and use it for more than one car?

No. One permit is required for each vehicle. The permits are hang tags with the vehicle's license plate number recorded on the tag. The permit must match the vehicle license plate number when displayed.

What if my permit is lost or stolen?

If you have purchased a permit and your information is on record with the City, the City will issue a replacement permit at no cost.

How long is the permit good for?

Permits are good for one calendar year; they expire on December 31 of the current calendar year.

What if my permit is stolen and I receive a citation? Can I have the citation dismissed?

If the City has a record of issuing your permit, you can retrieve that record from the Department of Public Works. The Department of Public Safety (DPS) may consider dismissal if proof is provided that the vehicle had an assigned permit at the time the citation was issued. Citations may be contested in writing at the address below or online by visiting the website [Citation Processing Center](#). When requesting an initial review, please be prepared to describe why the citation is invalid or why it should be dismissed, and provide any documentation that supports this request. Requests should be mailed to:

CITATION PROCESSING CENTER
C/O City of Sunnyvale
PO Box 10479
Newport Beach, CA 92658-0479

Citations that are not paid or contested within the required timelines will incur additional penalties and will no longer be eligible for contesting.

What if I'm having visitors or contractors doing work at my residence, can I get a guest permit?

Yes. Guest permits are available to regular permit holders and may be obtained from the Department of Public Works during regular business hours. There is no fee for a guest permits. Guest permits are valid for up to 24 hours.

I have a caregiver who visits my home during the day. Can they get a permit even though they are not a resident?

Yes. A resident can be issued a permit for a caregiver upon showing proof that the caregiver needs to be at the residence. Caregivers are defined as individuals providing medically-related care. Proof that a caregiver needs to be at a residence can be a contract for care or a doctor's note stating that medical care is required.

Renewal caregiver permit applications are mailed out when the permits are due to expire. To receive a permit for the following calendar year, current permit-holders can just mail the renewal for and payment.

How many permits are allowed per household?

There is a limit of three permits per household.