

## Residential Parking Permit Zone (RPPZ) Process Guide

A Residential Parking Permit Zone (RPPZ) prioritizes on-street parking for residents within a designated area. If you're interested in establishing, modifying, or eliminating a RPPZ in your neighborhood, please follow these steps:

### Step 1: Engage Your Community

Talk with your neighbors and, if applicable, your neighborhood association to understand if others are experiencing parking issues in the area.

### Step 2: Determine Eligibility

After talking to your community and finding a census that a parking problem exists in your neighborhood, you need to determine if it will meet the zone requirements.

**For a new RPPZ:** at minimum it should be ten street segments; and the street segments in the area must be contiguous; and include residences on both sides of the street segment. It must have been a minimum of 3 years since an elimination of a zone in the proposed area.

**For modifying or expanding an existing RPPZ:** at minimum it should be four or more street segments that are contiguous and connected to an existing RPPZ. It must have been a minimum of 18 months since the last modification, expansion, or establishment.

**Eliminating an existing RPPZ:** It must have been 3 years since the last modification, expansion, or establishment.

**If you have questions on eligibility,** you may contact the Mobile GR Department by filling out and submitting the intake form on the City of Grand Rapids Residential Parking Permit Program webpage formally expressing your interest.

### Step 3: Finalize Street Segments

A street segment is a portion of a street that is located between two intersections, or portion between an intersection and a dead end or cul-de-sac.

**For a new RPPZ:** Identify at least 10 contiguous street segments.

**For a modification of an existing RPPZ:** Identify at least 4 contiguous street segments.

### Step 4: Gather Community Support

Collect signatures on a petition from affected residents and property owners.

Minimum requirement: 51% of residences in the proposed area must sign.

Important tips:

- Each signature must be a legal name (to avoid nullification).
- Include the signer's address.
- Attach a simple map (e.g., a printed Google Map with highlighted segments) showing the proposed zone boundaries. This helps inform your neighbors.

### Step 5: Submit Your Application

Submit the original completed petition and your application to the Mobile GR Department. Be sure to include the map of the RPPZ.

Tip: Make a copy of the petition for your records before submission.

### Step 6: Wait for Processing

The Mobile GR Department will process your application. During this time, continue to engage your neighbors and build support for the upcoming public hearing.

### City of Grand Rapids - Mobile GR Department

Phone: 616-456-3290

Email: [MoblieGR@GRCity.us](mailto:MoblieGR@GRCity.us)

**Step 7: Participate in the Public Hearing**

Attend the public hearing to speak in favor of the RPPZ.

Alternatively, submit a letter expressing your support to be included in the hearing considerations.

**Step 8: Obtain Parking Permits**

If the RPPZ is approved, you and your neighbors can obtain residential parking permits during the bi-annual renewal period. The zone will become active during a renewal period. Please note that the RPPZ may not become active at the nearest bi-annual renewal period due to time constraints with sign installation and administrative processing.