

## Steps for processing a RDTA Parking Permit Application

1. Owner downloads a Parking Permit Application form from website at [http://rdta.org/RDTA-Parking-Permit-Application\\_Revised2018.pdf](http://rdta.org/RDTA-Parking-Permit-Application_Revised2018.pdf).

OR

If the owner does not have Internet access, contact Golden West Property Management at (714) 220-5920 and request a RDTA Parking Committee member to meet with the unit resident to provide Parking Permit Application and list of process procedures, and to facilitate processing the application.

2. Owner emails Parking Committee at [rdtaparking@yahoo.com](mailto:rdtaparking@yahoo.com) the following for review:

- Completed and signed application
  - Legal owner must sign the application
  - If a tenant is living in the unit, the tenant must ALSO sign the application
- Copies of vehicle registrations and driver's licenses
- Copy of check from owner to pay permit fee

Submittal does not guarantee that a permit will be awarded.

3. On receipt of paperwork from owner, the Parking Committee prints out and reviews for completeness and if qualifying criteria appear to have been met.
4. When the paperwork passes review, the Parking Committee will schedule appointment for the garage and vehicle inspections at the unit.
5. At the inspection appointment, a Parking Committee member conducts the vehicle inspection to be sure it is within qualifying criteria and the garage inspection viewing the two vehicles parked in the garage – and signs off the inspection on page 2 of the application.
6. Area of marked parking stalls nearest to resident's unit are reviewed on the map with resident at inspection appointment, and page 2 of the application filled-in to indicate which marked parking stalls can be utilized.
7. Once 4., 5., and 6. above have been successfully passed, the documents are forwarded to the **Parking Committee Board liaison member** for review and approval – and adding approval sign off on page 2 of the application.
8. Then, a Parking Committee member meets with resident and the vehicle to be permitted. The committee member:
  - Receives the actual check for permit fee and records on page 2 of application
    - Annual permit fee is one hundred twenty dollars (\$120) for November 1 through October 31
    - Check for permit fee must be made payable to RDTA and must be from legal owner of the unit (not a tenant)
  - Provides the resident the permit sticker
  - Watches the resident apply the permit sticker to the outside lower left corner of rear window of the vehicle
9. The Parking Committee emails a copy of the marked-up application to the owner (and the tenant if there is one)
10. If qualifying for a parking permit is in question, the application will need to go to the full RDTA Board for review and final decision.