

# **CITY OF WINTER PARK RESIDENTIAL PARKING PERMIT APPLICATION REQUIREMENTS**

## **How do I obtain a residential parking permit?**

Residents within an approved Residential Parking District must bring his/her current driver's license, a valid vehicle registration for the vehicle, and proof of residency to the Planning & Transportation Department in order to receive a permit decal. The Planning & Transportation Department is located at 401 S. Park Ave., (City Hall), Winter Park, Florida, 32789.

## **Requirements for Parking Permits**

- **Requirements for Residents** (all documents are required to purchase a decal)

- 1) Driver's license
- 2) Vehicle Registration (if car is leased, copy of insurance card is also needed)
- 3) If registration bears a different name other than the person applying for the permit, a notarized letter from the bearer of the registration is required. Letter must give full permission to applicant for use of car and must contain complete vehicle information.
- 4) Current Proof of Residency (one of the following from previous 3 months; name, address and date must appear)
  - a) Winter Park Utility bill
  - b) Telephone bill
  - c) Cable television or satellite dish bill
  - d) Credit Card bill

- **Requirements for Non-Residents** (you must show all your documents to purchase a decal)

- 1) Same as the above #'s 1, 2, and 3.
- 2) Current Proof of Residency (lease agreement)

- **Please be advised:**

- 1) Documentation must confirm residency within a district.
- 2) All applicants must have required documents before a permit can be issued.
- 3) Permits are registered to one vehicle and the address of current residence within a district.
- 4) When re-applying for a new permit a new application must be filled out.
- 5) Permit must be placed on the back window lower left-hand corner.
- 6) Permits are valid from July 1 to June 30.
- 7) Permit decal and renewal fee; \$5 per year
- 8) Appointments are recommended. Please contact Mr. Keith Moore; 407-599-3262, or by email; [kmoore@cityofwinterpark.org](mailto:kmoore@cityofwinterpark.org)

**CITY OF WINTER PARK  
RESIDENTIAL PARKING PERMIT APPLICATION**

**Valid from: July 1st to June 30th**

**Applicant Section**

Date \_\_\_\_\_ Decal Number \_\_\_\_\_

( ) Homeowner                      ( ) Renter                      ( ) Other \_\_\_\_\_

Applicant Name (Print) \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

Phone # \_\_\_\_\_ Driver's License # \_\_\_\_\_

**Vehicle Section**

Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Tag Number \_\_\_\_\_ State \_\_\_\_\_ Tag Expires \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

**Prerequisites:**

1. A copy of the applicant's driver license, vehicle registration (if leased, a copy of the car insurance card) plus proof of residency. (Electric, Telephone, Cable, Water, Lease Agreement)
2. Permit Fee: \$5.00