



**CITY OF RICHMOND DEPT. OF PUBLIC WORKS**  
**Fan District Zone 1**  
**RESIDENTIAL PARKING PERMIT APPLICATION**

**July 01, 2018 to  
June 30, 2019**

**RESTRICTED PARKING DISTRICTS – DEFINITIONS AND REQUIREMENTS**

- You must be a resident of the Fan Restricted Parking District to obtain a Fan Parking Decal/Permit or Courtesy Parking Permit. A resident is defined as a record owner or renter of property in the district and members of their immediate family who reside with the owner or renter at the address in Fan.
- Those renting property in the Fan district must, by ordinance, present a valid, written lease for the property in the Fan District to obtain a permit. Renters are not eligible to purchase Annual Visitor Passes.
- Students must be full-time to meet the residency requirements and comply with the vehicle registration requirements of the Virginia Department of Motor Vehicles (DMV). If DMV requires that the vehicle be registered as garaged in the City of Richmond, all City taxes and fees must be paid prior to obtaining a Fan permit.

**FAN RESIDENT- TENANT**

DATE OF APPLICATION: \_\_\_\_\_ DAY TIME PHONE: \_\_\_\_\_

NAME (LAST, FIRST, MI): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ APT/UNIT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LEASE TERMS: START \_\_\_/\_\_\_/\_\_\_ ENDS: \_\_\_/\_\_\_/\_\_\_ (Must provide a copy)

Number of occupants authorized by lease: \_\_\_\_\_ Number of vehicles: \_\_\_\_\_

Are you a full time college student? Yes \_\_\_ No \_\_\_ (If yes, tenant must provide a current copy of schedule to fulfill certain residency requirements.)

**TENANT VEHICLE INFORMATION**

**VEHICLE #1** License Plate #: \_\_\_\_\_ State of Registration: \_\_\_\_\_

Vehicle Make and Model #: \_\_\_\_\_ Title#: \_\_\_\_\_

**VEHICLE #2** License Plate #: \_\_\_\_\_ State of Registration: \_\_\_\_\_

Vehicle Make and Model #: \_\_\_\_\_ Title#: \_\_\_\_\_

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Vehicle 1 Permit #: \_\_\_\_\_  
Amount Due: \$ 25.00

Vehicle 2 Permit #: \_\_\_\_\_  
Amount Due: \$ 25.00

**TOTAL DUE: \$** \_\_\_\_\_

**DMV ID or other valid picture ID:** \_\_\_\_\_

**VALID LEASE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*I certify that I fully understand the City of Richmond Restricted Parking District requirements and understand that the permit(s) issued with this application is (are) only for the vehicle(s) described herein. I also understand that anyone who purchases any parking decal / permit under false pretenses, per Section 102-302 of the Code of Richmond, Virginia, shall be guilty of a Class 4 misdemeanor and will punished to the full extent of the law.*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*For Office Use Only*