

## RPP Program FAQ's

### Who may obtain a permit?

Current residents of the area must submit a copy of their License and proof of residence. Documents accepted include lease agreements and utility bills.

### How many permits may I get?

A resident may obtain up to three free permits, than will be charge for additional permits. Permits are only valid for vehicles registered to the address in the RPP area.

### How long are permits valid?

Permits are valid for one calendar year.

### Am I guaranteed a parking space with this permit?

No, on-street parking spaces are available on a first-come, first-served basis. The permit allows a vehicle to legally park on the street when permit only parking restrictions are in effect.

### Does this permit mean the curbside space in front of my house is reserved for my vehicle?

No, it does not. Curbside spaces are available on a First-come, first-served basis.

### Will I still be able to receive deliveries?

Yes - the restrictions do not affect delivery, service or emergency vehicles. These vehicles may park curbside in permit parking areas.

### May I park in other permit-required areas as long as I have my permit?

No. Residents parking in RPP areas with a permit not matching that area are subject to a citation

### Are Holidays or special events exempt from RPP restrictions?

No.

## More RPP FAQ's

### I have enough parking in my garage and driveway – must I obtain a residential parking permit?

No, but you may consider purchasing visitor hand-tags. You may obtain up to two visitor hangtags per year.

### I am planning a party – will my guest be able to park?

Residents may obtain visitor tags or one-day guest passes. One-day guest passes are available individually or in a pack of 10. Please allow 24 hours to process request.

### A nurse visits me three days a week, May the nurse's vehicle be parked on the street?

In this situation, residents must purchase a Non-resident permit or use a guest permit. These permits may be used by domestic help and caregivers and are limited to two per household.

### SP Plus Municipal Services c/o City of Manitou Springs

606 Manitou Avenue  
Manitou Springs, CO 80829  
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Fax: [719 – 685-5233]  
[www.manitouspringsgov.com](http://www.manitouspringsgov.com)  
Email: [dgagnon@spplus.com](mailto:dgagnon@spplus.com)



## Residential Permit Parking Program

# RPP Program Guidelines

SP Plus Municipal Services RPP Manager coordinates the Residential Parking program (RPP) with resident parking needs in mind. Put into place to protect residential arrears from non-resident parking, the program discourages non-residents from using on-street parking.

Additionally, the RPP program accomplishes the following:

- Protects residents from unreasonable burden in gaining access to their homes;
- Promotes the safety, health and welfare of the residents by reducing hazardous traffic conditions, noise and pollution;
- Promoted improvements in air quality, convenience and attractiveness of residential living.

A residential block may be designated as a RPP through a petition process, lasting approximately 4-6 months. The designation allows residents displaying the valid permit to park along the street during designated times.

**Step 1** – Requester meets with RPP Manager to discuss proposed RPP area and application process.

**Step 2** – Requester submits application for RPP designation

**Step 3** - RPP Manager and Parking Authority Board (PAB) evaluate application and make decision on reasonableness of request.

**Step 4** -RPP manger meets with requester and reviews procedures for gathering

Signatures for Initial Support Petition to be circulated to residents in the street segment being requested for RPP designation.

**Step 5** - Requester submits completed Initial Support Petition to RPP and PAB for certification and review.

**Step 6** - PAB and RPP Manager holds a Residents Information meeting to gather additional input, explains results of Initial Support Petition and explain next steps, program guidelines and possible solutions.

**Step 7** - Residents advise RPP Manager on whether to move forward or stop process. If residents want to move forward, the RPP Manager will develop a program for the proposed street segment. If residents decide they do not want to move forward, a letter will be sent out to residents explaining the decision and procedures for appeal process.

**Step 8** - RPP Manager conducts detailed parking study and develops program based off of input from residents and study findings. RPP manager will submit details of program to Residents and PAB for Approval.

**Step 9** - Residents either approve or disagree with program. If the Resident “agrees” with program then the program moves forward to City Council for adoptions as a RPP designation. If the residents disagree with program the RPP Manger will review areas of disagreement and review with PAB to see if modification can be made to obtain approval. If not a letter will be sent out to residents explaining decision and procedures for appeal process.

**Step 10** - Once City Council designates the RPP for requested street segment, resident will be notified that they can come to the Parking Office and register vehicles and obtain permits, stickers and guest hang-tags.

**Step 11** - The RPP Manger will install RPP signage in designated RPP area and will begin enforcement two weeks after installation.

## RPP Rates

### Residential

- **2 – Residential**
  - Permits 1, 2 &3 “Free”
  - Permit 4 - \$30
  - Permit 5 - \$40
  - 2 – Guest Hang-Tags
  - Day Passes -10 “Free” ( go online to obtain)

### Non- Resident Owner Permit

- Free

### Non-resident of RPP Area Permit

- \$100

### Business/Employee Permit

- Business located in RPP Area – Free
- Business located outside RPP Area - \$200

### Lodging/Bed & Breakfast

- 1 – Hang-Tag/room - Free

### Church/Religious/Civic

- Free

### Workman/Realtors

- Yearly Permit \$55
- Daily Permit \$5

### Temporary Construction

- \$25

Replacement of Lost or stolen Tags - \$10

## Where can I pick up my Permits?

### In Person

SP Plus Municipal Services  
c/o City Of Manitou Springs  
Parking Management Office  
606 Manitou Avenue  
Manitou Springs, CO 80829  
8 a.m. – 5 p.m., Mon-Fri

### Online Renewal

[www.manitouspringsgov.com](http://www.manitouspringsgov.com)