



City of Burbank
Community Development Department
Transportation Division
150 North Third Street
Burbank, California 91502

September 14, 2022

Dear Resident:

In approximately one week, the City of Burbank will install new “NO PARKING 8AM TO 10PM, EVERYDAY, EXCEPT BY PERMIT” signs on the residential portion of your street. This is being installed as part of the measures approved by City Council in regard to Raising Cane’s.

Here is what you need to know about the permit parking program:

A. Eligibility

Each residential household on your block can request a permit for each vehicle registered to this address, with a maximum of five preferential parking permits per household.

B. Ordering a Permit

To order your permit or permits, go to the following website, click the “Sign Up” button and follow the instructions. When applying, please select zone B.

<https://burbankcapermits.rmcpay.com/>

C. Cost

There will be no cost to residents for residential permits for the first 3 years of the program. When applying, you will see an option to pay. Do not submit payment, as the City will waive the fee. Simply disregard the payment option and proceed without paying.

If you are unable to access the website, please call (818) 238-5290 for assistance.

D. Visitor Permits

Residents are eligible for up to two Annual Visitor Permit hang tags per year. They are transferrable between vehicles. For any additional guests, Daily Visitor Permits can be purchased online for \$1. Please note, you must obtain an Annual Visitor Permit in order to unlock the Daily Visitor Permit feature.

E. Displaying a Permit

Decals must be affixed in the lower left corner of the windshield. Hang tags must be displayed facing outward on the rearview mirror. All other applicable parking restrictions, such as street sweeping and red curbs, must be followed. The permit will be valid until September 30, 2023, regardless of when the permit was obtained.

F. Enforcement

Once the signs are posted, the Police Department will allow a grace period of two weeks before enforcement begins so that residents have sufficient time to obtain their permits. At the end of the two-week grace period, any vehicle parked on the street without a preferential parking permit may receive a parking citation. Enforcement will begin October 3, 2022.



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G. Additional Information

For additional information on parking programs in the City, including a detailed FAQ, visit:
<https://www.burbankca.gov/web/community-development/parking>

The permit parking plan will work in conjunction with the temporary closure of South Orchard Drive and speed humps on South Reese Place. Below please find a timeline for implementation of the neighborhood protection measures approved by City Council on August 23, 2022.

Week of September 12

- Notices distributed to residents on how to obtain parking permits.
- Businesses notified about applying for a limited number of employee permits (Raising Cane's will not be allocated any permits).

Week of September 19

- Signage installed on South Reese Place and South Orchard Drive saying "NO PARKING 8AM TO 10PM, EVERYDAY, EXCEPT BY PERMIT." Note that enforcement will not begin until October 3 in order to allow for residents to obtain permits.
- Speed humps installed on South Reese Place. Advance notice will be posted on changeable message signs regarding timing of installation and any temporary road street closure or diversion.
- Temporary closure installed on South Orchard Drive, including curb painting, signage, and barrier.

Week of October 3

- Parking enforcement to begin after two-week grace period.

Thank you for your patience as the City works to implement solutions to improve the traffic safety and circulation near the Raising Cane's restaurant.

If you have questions about parking, please reach out to Community Development Department – Parking at (818) 238-5290 or parking@burbankca.gov.

If you have questions about the temporary closure or speed humps, you can contact Chris Buonomo in the Community Development Department Transportation Division at (818) 238-5251 or cbuonomo@burbankca.gov.

Sincerely,
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