



City of Richmond
Department of Public Works
Parking Division

Dear Fan Resident,

Your current decal will expire on June 30, 2020. It is now time to complete the 2021 application. Enclosed is an application for a 2021 Fan Parking Permit for Zone 2 (addresses West of Lombardy Street). You can complete and return the application with payment by mail using the envelope provided. Please allow 10 business days for the processing of your application.

Satellite Sale:

Due to the Coronavirus (COVID-19), there will be NO satellite sale this year.

City Hall:

Applications and payments are only being processed through the mail until City Offices reopen. Announcements can be found at the City's Office COVID-19 Updates website:

<http://www.richmondgov.com/covid19/index.aspx>.

Once city offices reopen, applications and payments will also be accepted at City Hall, Parking Division (room 102); Monday through Friday from 8:00 a.m. to 5:00 p.m.

What to include in the mail and to bring to City Hall when offices open:

1. Completed application
2. Driver's License (copy)
3. Homeowner's proof of ownership will be verified with the City Assessors records. If property is in a trust, proof of ownership will be required.
4. Renters must have a copy of their **signed lease and the permit application must be signed by the property owner or landlord. ON THE FRONT PAGE WITH PROPERTY ADDRESS AND LAST PAGE WITH SIGNATURE IS NECESSARY.**
5. Citizens and vehicles are required to be living and garaged at the address for which they are seeking a decal. Students using an address other than one in the City of Richmond must provide a copy of their full-time (12 credits or more) student schedule.

If you have additional questions regarding Fan Decals or Restricted Parking Districts, please visit our website at <http://www.richmondgov.com/Parking/RestrictedParkingDistricts.aspx>. Applications can also be downloaded at this location.