



ROCKVILLE CITY POLICE DEPARTMENT  
Parking Enforcement Division  
2 W. Montgomery Ave. Rockville, MD 20850  
240-314-8920 • [www.rockvillemd.gov](http://www.rockvillemd.gov) • Fax: 240-314-8999

## Residential Parking Permit Application

(PRINT FIRMLY – instructions on back)

### VEHICLE OWNER INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: MD Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

VEHICLE INFO - License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

VEHICLE TYPE: ☐ Sedan ☐ Van ☐ SUV ☐ Coupe ☐ Pick-Up Truck ☐ Hatchback

Do you require Visitor Permits? If yes enter quantity desired. (max. 2 per household)

☐ Yes ☐ No - Visitor Permit quantity \_\_\_\_\_

**MUST PROVIDE COPY OF VEHICLE REGISTRATION CARD FOR VEHICLE LISTED ABOVE IN ORDER TO RECEIVE A PERMIT**  
**MILITARY FAMILIES WITH OUT OF STATE REGISTRATIONS MUST PROVIDE ADDITIONAL DOCUMENTATION**

*I acknowledge that I have read the City of Rockville permit parking guidelines listed on the back of this application. I understand that if I or any member of my household, including guest(s), violate these guidelines, we will be subject to receiving a citation. Fraudulent application or noncompliance with City of Rockville Ordinance Chapter 23, Article II, Division 2 will be cause for suspension or revocation of your permit(s).*

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FOR OFFICE USE ONLY

Issued By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

District: \_\_\_\_\_ Residential Parking Permit #: \_\_\_\_\_ Permit Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Visitor Permit #1: \_\_\_\_\_ Visitor Permit #2: \_\_\_\_\_

Residential Parking Permit Fee: \$15.00 \$10.00 \$5.00

CC Auth #: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Paid Amount: \$ \_\_\_\_\_ PAR # \_\_\_\_\_

Notes: \_\_\_\_\_

**INSTRUCTIONS:** Complete an application for each vehicle for which a permit is required. (Incomplete applications will be returned) Return **ALL** copies of the completed application along with payment and a copy of the current vehicle registration. (Please do not send original registration).

Please allow 5-7 business days for processing. Your permits along with the yellow copy of this form will be sent to you via US mail. Checks should be made payable to: City of Rockville.

**Residential Parking Permits:** Residential parking permits are valid for three years at a cost of \$15.00 per vehicle. The rate is prorated each year. (Example: if you purchase a permit in year two- of the three-year cycle, your cost would be \$10.00) If you lose or misplace your parking permit, you must purchase a new permit at the current rate.

**Visitor Parking Permits:** Each household located in a residential parking permit district is authorized up to two (2) visitor permits at no cost. If you do not need a residential parking permit, however, would like visitor permits, please complete the application and leave the vehicle information section blank.

**Temporary Parking Permits:** Temporary parking permits are available for short-term visitors or new residents and will be issued on a case-by-case basis. The cost for a temporary permit is \$1.00 per month for up to one year at a time. For more information regarding requesting a Temporary Parking Permit, please contact the Parking Enforcement Division.

### **RESIDENTIAL PARKING PERMIT GUIDELINES**

#### **Use of Parking Permits**

- A person may not park a vehicle without a permit in any designated permit parking area during times when such permits are required.
- Use of a residential parking permit by a nonresident is prohibited.

#### **Use of Visitor Permits**

- A non-resident of a permit parking area may use a visitor's parking permit **ONLY** while either: (1) Visiting a household to which the visitor permit is issued, or (2) Attending a function off-site with an individual of a household to which the visitor permit is issued.
- The use of a visitor's parking permit by any resident within their own permit parking district is strictly prohibited. In the event that a resident is cited for this offense on three (3) occasions, in addition to having to pay the citation fines, the resident will also not be permitted to have or use a parking permit for a period of one (1) year as well as the revocation of any/all previously issued parking permits.

#### **Fines**

- Any individual found in violation of City of Rockville Ordinance Chapter 23, Article II, Division 2, is subject to a \$60.00 fine for the first offense, and a \$100.00 fine for the second and subsequent offenses.

#### **Placement of Permits**

- Residential parking permits **MUST** be placed on the driver's side front lower windshield.
- Visitor parking permits are hanging placards to be placed on the rearview mirror.

**For more information regarding the City of Rockville's Residential Parking Permit Program, including downloadable applications, please visit: <https://www.rockvillemd.gov/services/apply-for-a-parking-permit/>**

#### **Mailing/Walk in Address:**

Rockville City Police Department  
Parking Enforcement Division  
2 W. Montgomery Ave., Rockville, MD 20850

**Payment Options: CASH, CHECK, CREDIT CARD** Please  
DO NOT send cash in the mail

**Parking Enforcement Division Phone:** 240-314-8920

**Office Hours:** 9:00 a.m. to 5:00 p.m. Monday-Friday

**Parking Complaints:** 240-314-8900 (24 hours a day, 7 days a week)

**White Copy:** RCPD

**Yellow Copy:** Keep for your records