

City of West Hollywood Parking Credits

Frequently Asked Questions (FAQ)



This document is intended to provide basic information about how parking credits may be used to fulfill parking requirements mandated by the City's zoning ordinance.



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What are parking credits?

Parking credits are land use entitlements to a pool of surplus parking spaces in a defined area, that may be secured by commercial property tenants to meet parking requirements established by the City's zoning code.

How do parking credits work?

Each parking credit satisfies one code required parking space. Parking credits must be renewed annually to remain in compliance with the City's zoning ordinance. Parking credits do not bind a parking facility owner and/or operator to provide you or your customers to free or reduced rate parking, nor do they guarantee any parking spaces will be available or reserved for a specific business. Parking credits are simply an option to legally satisfy code required parking that would otherwise be provided on site, or leased off-site from a private entity.

What is the cost for parking credits?

The initial costs include an application fee of \$650 and an annual fee for each parking credit of \$397.51. The annual renewal cost for each parking credit will be adjusted by the Consumer Price Index (CPI) each fiscal year.

Are parking credits available Citywide?

The City has approved parking credits in District 1, (see map on back) which includes a core area of businesses and parking facilities that are centralized between Santa Monica Blvd, Melrose Avenue, San Vicente Blvd. and Robertson Blvd. Commercial properties immediately adjacent to the core area may be eligible for parking credits with the condition that they operate with a valet service. Other

Eligibility Requirements



1. Project must be located within an active Parking Credits District.
2. Must be an existing building or include new construction of under 10,000 square feet.
3. Parking credits may only be used by projects that are for commercial uses.
4. A business must be in good standing with a current business license, if applicable, and in compliance with the City's Municipal Code.



parking credit districts in the future may be added as surplus parking in parking facilities are identified.

How do I apply?

The first step is to meet with a planner in the Community Development Department to determine the number of code required parking spaces that are needed for your project and if your project meets eligibility requirements for the program. If deemed eligible the planner will enter your “reservation” and provide you with a case number.

What happens after my parking credits reservation is made?

Once you have parking credits reserved by a planner you have a total of 14 calendar days from the reservation to: 1) request an invoice from The Department of Public Works-Parking Division, 2) make payment in full with the City Cashier; and 3) return with the cashier’s receipt to the Department of Public Works-Parking Division for the amount noted on the invoice; and 4) execute a contract to secure your parking credits, otherwise the parking credits held on reservation will be cancelled.

When are my parking credits approved?

The Department of Public Works-Parking Division will provide you with a Parking Credits Acceptance Letter that specifies the number of parking credits you hold. This letter needs to be provided to your case planner to document you have met the parking requirements for your project. Issuance of parking credits does not guarantee approval of any discretionary planning permits required to operate the use. The Current and Historic Preservation Planning Division issues final approval of the discretionary permits.

Once your project receives final approval with the condition that parking requirements are to be met with parking credits, you are required to keep current the number of credits that have been granted by renewing parking credits on an annual basis to ensure the land use remains in compliance with City regulations.

How Is The Parking Credits Program Funded?

Program costs are funded by application and parking credit fees which are allocated to the City’s Parking Improvement Fund.

Who May I Contact For Additional Information?

Don Norte, Parking Services & Projects Officer (dnorte@weho.org)
Jackie Rocco, Parking Manager (jrocco@weho.org)
323-848-6375

About the Cover-“West Hollywood Peace Elephant” mural by artist **Shepard Fairey**, measuring 70 by 106 feet can be seen on the City’s public parking structure located at West Hollywood Park, 625 N. San Vicente Blvd.

Photo Credit: Jonathan Moore

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