

# 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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## Frequently Asked Questions (FAQ)

### *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 \$484.79. 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 currently has two parking credits districts. District 1 covers the core area of businesses and parking facilities that are centralized between Santa Monica Boulevard, Melrose Avenue, San Vicente Boulevard, and Robertson Boulevard. Commercial properties immediately adjacent to the core area may be eligible for parking credits with the condition that they operate with a City contracted valet service. District 2 covers the core area of businesses and parking facilities that are (1) Centralized along Santa Monica Boulevard, between La Cienega Boulevard and Fairfax Avenue, and (2) Centralized along Melrose Avenue, between La Cienega Boulevard and the eastern city limit.

## Eligibility Requirements



1. Project must be located within an active Parking Credits District.
2. Project must be less than 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.



### *How do I apply?*

The first step is to meet with a planner 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.

### *What Documentation Will I Receive After I Have Obtained My Parking Credits?*

The Department of Public Works-Parking Division will provide you with a Parking Credit 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 these parking credits does not guarantee approval of any discretionary planning permits required to operate the use.

### *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?*

Rhina Del Real, Parking Coordinator

[rdelreal@weho.org](mailto:rdelreal@weho.org)