

Neighborhood Serving Community Facility (NSCF) Parking Permit Background and Application Instructions

General Information

Under the terms of the City of Berkeley Municipal Code Section 14.72.105, a Neighborhood Serving Community Facility parking permit may be issued to a limited number of employees at school (preschool through grade 12), church (or house of worship), or drug and alcohol rehabilitation facilities within the general boundaries of a surrounding Residential Preferential Parking (RPP) Area.

To be considered for NSCF Parking Permits, the community facility must:

1. Have inadequate off-street parking, and no feasible way of creating off-street parking on the facility's site; and,
2. Have no off-street parking available nearby for lease or rental.

City staff will evaluate the requests for parking permits based on the data contained on the Application Form (page 3). This evaluation will also include a field inspection of site characteristics.

Application Form

The Neighborhood Serving Community Facility Application Form (page 3) will help City staff evaluate your Facility's request for Parking Permits. It is important to provide current information regarding the daily number of employees and how they travel to and from your Facility. Please also identify the number of parking spaces available for facility staff to use on the Community Facility property as well as any off-street spaces rented through private agreements.

Narrative and Employee Roster

A narrative and copy of the official employee roster must be attached to the Application Form.

The narrative should describe the steps taken to reduce the number of vehicles driven to the RPP Area by Facility employees. It should also describe what incentives are provided to employees/clients to seek alternatives such as:

- Priority carpool parking for multi-occupant vehicles;
- Special parking incentives for users of two-wheel vehicles;
- Information about discount public transit passes for employees; and/or
- Other programs or policies.

In the official employee roster's copy, please identify if the employee is full-time, part-time, or voluntary. For schools, please include all employees associated with school activities, including but not limited to after-school programs and preschools. Additional applications for after-school programs will not be accepted, so please ensure all relevant staff are included on your Facility's initial application.

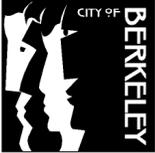
Permit Issuance and Distribution Requirements

NSCF Permits are digital, meaning that an employee's license plate is their permit. The City no longer issues physical permits for Community Facilities.

The Community Facility must identify one single point of contact to be the Facility's NSCF Administrator. The NSCF Administrator will be responsible for identifying the employees who will receive permits, and as much as possible, coordinating and/or collating timely permit payments to the City. Any requests to change or update a license plate, or reassign an existing permit to a new employee, must be made by the NSCF Administrator to City staff. The City does not determine or manage permit allocation among individual employees.

Under no circumstances will the City approve permits for more than 60% of the Facility's employees (or 70% if a Berkeley Unified School District facility is more than one-half mile from BART or more than one-quarter mile from two different high frequency transit lines).

You will be notified whether or not your application has been approved or rejected for permits by USPS letter or email depending on how you submitted your application. For additional information please email Joshua Brett at jbrett@berkeleyca.gov or call City of Berkeley, Transportation Division at (510) 981-7064.



Neighborhood Serving Community Facility (NSCF) Parking Permit Application Form

Further instructions for filling out this form are available on pages 1-2 of this packet.

Date: _____ Facility Name: _____

Telephone: _____ Email Address: _____

Facility Street Address: _____

Nearest Cross-Street: _____

Facility Type: School Church or House of Worship Rehab Facility Number of Employees: _____

Number of Off-Street Parking Spaces On-Site or Leased Off-Site: On-Site _____ Off-Site _____ If off-site, please explain: _____

Number of NSCF Permits Requested: _____

Employee Transportation Methods:

Table with 2 columns: Mode of Travel to Work, Number of Employees. Rows include Car: Driver, Car: Passenger, BART/AC Transit, Uber/Lyft, Cab, Dial-A-Ride, Walk or Bike, Other, and TOTAL.

Written Narrative and Employee Roster:

Please attach your written narrative and an official copy of your employee roster to this application.

Representative Responsible for Permit Distribution:

(Print) _____ Name Title Phone Number

I certify that to the best of my knowledge the information provided in this form reflects our present conditions.

Print name, title, and signature of person responsible for the Facility Date

APPROVED: _____ REJECTED: _____ PERMITS AUTHORIZED: _____ FOR RPP AREA: _____ For Official Use Only

BY: _____ DATE: _____ City Traffic Engineer or RPP Project Manager

COMMENTS:

