



**TOWNSHIP OF LOWER MERION
PARKING SERVICES**

*71 E. Lancaster Ave.
Ardmore, PA. 19003
Telephone: (610) 645-6230*

Parking Regulation Request Policy

Residents seeking approval to implement, change, or rescind parking regulations on a street may do so by submitting a Parking Petition Form. This petition process can be used for regulations such as Time Zones, No Parking Anytime, No Stopping or Standing, and extended No Parking Here to Corner. Please note requests can take two to three months for processing. Numerous steps are involved in the application review process. To ensure a petition is processed timely, please follow the following regulations;

1. Complete the Parking Petition Form and Parking Petition Signature Page(s).
2. List and contact every household on the block.
3. If unable to contact a household, the date and method of the attempt to contact the household should be documented on the petition.
4. If a property is vacant, list it on the petition and indicate that it is vacant.
5. Include a description that describes the parking problem and the source of the parking problem. Include the days and times it occurs, starting/ending point of the problem, and what you believe will resolve the issue.
6. Mail or deliver the completed petition/signature page to the Parking Services Department at the address listed above or email to ParkingServices@lowermerion.org
7. If mailing the forms, please contact the Parking Services office if you have not received confirmation within two weeks.

Disclaimer: Submitting a petition does not guarantee a request will be approved.

The Review Process

When Parking Services receives the petition, it is reviewed to determine if it meets the Township Code qualifications for the restriction. Incomplete petitions are returned to the applicant with instructions for completion. Only completed applications are forwarded for further review. **At least 70% resident support is generally required on the petition in favor of the regulation request.**

1. The Ward Commissioner is notified that a petition was received.

2. A parking survey is conducted to verify the parking or traffic related problem as well as any safety concerns.
3. If criteria are met, a recommendation is made to the Ward Commissioner. If recommended by the Commissioner, the petition will be scheduled for a Police Committee Agenda. The petition applicant will be notified of the date for the Police Committee meeting. If the requested amendment meets all the requirements listed above but is not recommended for approval by the Ward Commissioner, the residents may still request that the petition be placed on a Police Committee agenda for consideration by the Police Committee and the entire Board of Commissioners.
4. Staff will provide a recommendation to the Police Committee. Residents may attend the Police Committee meeting, but it is not required. If the Police Committee makes a recommendation to approve the petition request, it will be scheduled for a vote by the Board of Commissioners the following month.
5. Most parking regulations require adoption of an ordinance to be implemented which requires two separate votes by the Board of Commissioners at two meetings.
6. If the regulation is finally approved by the Board of Commissioners, staff will initiate the process to install the signage which can take another 20-30 days.
7. After signage is installed, there is a 10-day warning period before violations are issued. The warning period allows the public time to adapt to the new regulation.

If you have any questions about the review and approval process to change a parking regulation, please contact the Parking Department.