



**CITY OF GLENDALE, CALIFORNIA**

Public Works  
Parking Services

633 E. Broadway, Suite 205  
Glendale, CA 91206-4310  
Tel. (818) 548-3945 Fax (818) 409-7056  
glendaleca.gov

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## Montrose Shopping Park & Sparr Heights Employee Permit Application

The City of Glendale developed the Montrose Shopping Park and Sparr Heights Employee Parking Permit Program to assist employees of local businesses in the Montrose Shopping Parking and Sparr Heights districts with their employee parking deficiencies. This program allows employees with parking permits to park in specific parking lots beyond the posted time limits.

Business owners/employees may purchase up to two (2) parking permits at \$120.00 each, per year. Additional permits may be issued on a case by case basis and at the City's sole discretion. If requesting more than two permits, please call the number listed on this application. Please review the terms and conditions on the back of this application. Complete this application and mail it and a check payable to "City of Glendale" and staff will process your application and mail you your permits to your business. Please send the application and check to the address listed below. If you have any questions, please call (818) 548-3945.

City of Glendale  
Public Works, Parking Services  
Attn: Jeff Brown, Assistant Parking Manager  
633 East Broadway, Room 205  
Glendale, CA 91206-4388

**Please remember to make check payable to "City of Glendale". Do not send cash.**

Name of Business: \_\_\_\_\_ Address: \_\_\_\_\_

Owner/Employee Name: (Please Print) \_\_\_\_\_ Phone Number: \_\_\_\_\_

Plate Number(s): \_\_\_\_\_ / \_\_\_\_\_

*I have read and agree to all terms and conditions on the back of this form.*

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



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# MONTROSE SHOPPING PARK & SPARR HEIGHTS EMPLOYEE PERMIT TERMS AND CONDITIONS

Only business owners/employees of the Montrose Shopping Park & Sparr Heights may utilize the parking permits. Permits are to be utilized during shop business hours or during the performance of job duties. Customers, visitors, and vendors may not utilize these permits under any circumstance.

Business owners and employees using the permits must abide by all posted time restrictions. The permits do not exempt the user from parking between the hours of 3am to 5am in any parking lot.

Business owners and employees must obey all GMC and CVC vehicle code sections at all times including: No backing into spaces; park in marked stalls only, etc.

Permits are only valid in the “3-Hour - Except by Permit” parking spaces located within Montrose parking lots 1, 3, 4, 6 and 7. See map below. Parking outside of these boundaries may result in a parking citation. The vehicle’s owner resumes all responsibility for the parking citation.

Proper photo identification and signature are required on the other side of this form. Failure to provide a photo identification and signature will result in an incomplete application and will prevent your parking permit from processed.

Parking permits must be displayed by hanging them from the rear-view mirror. All city issued parking permits must be displayed at the proper location. Placing permits on the dashboard, seats, window seal, etc. will risk the chance of the permit not to be visible for the parking officer and will result in a parking violation. A vehicle may be towed when it is parked and left standing 72 hours or more and are in violation of local and vehicle code ordinance. This permit does not exempt vehicles from the provision of 22651(k) or G.M.C. Title 10. All Montrose Shopping Parking Employee Permits are only valid in the posted “3-Hour except by permit” parking spaces located in Montrose parking lots 1, 3, 4, 6, and 7. See Map Below.

