



## Requests for Alternate Parking Approval

Town of Atherton  
Building Department  
91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0560

**Atherton Municipal Code Section: 15.40.040 Construction vehicle parking.** “On-site parking or parking within the public right-of-way only in front of the construction site, on the same side of the street for construction vehicles shall be required to avoid congestion and damage to landscaping and improvements in the right-of-way except when authorized in writing by the city manager or the city manager’s designee or when authorized by the guidelines adopted pursuant to these regulations. (Ord. 546 § 2, 2004; Ord. 498 § 3, 1998)”

When nearing the end of your project and parking becomes limited due to landscaping and other similar work, the Municipal Code does allow for alternate parking subject to the approval of the City Manager or authorized designee.

Generally parking will not be approved on both sides of the street to prevent the funneling of vehicles and impeding emergency access.

**To request an alternate parking plan approval the following is needed to be submitted for review:**

- 1) Written request with the dates of the alternate approval and a map showing the proposed parking location(s), addresses of the affected parcels and any active construction projects next to or across the street from the proposed parking areas.
  
- 2) Written approval from the neighboring property owners that you are proposing to park in front of.
  
- 3) Submit the above items to the Building Department in person or by email.