

To: Applicants for Unhitched RV Trailer parking

From: Public Safety Office – City of Artesia

Date: June 12, 2006

Re: Instructions for the Unhitched Recreational Trailer permit process

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This is a no-fee permit which identifies recreational trailers that are in the process of loading and unloading. In turn, city parking enforcement personnel have the requirements needed to bypass a parking violation for unhitched recreational trailers.

Please note that the City of Artesia has established a policy for the duration and number of times per year that permits will be dispensed.

1. During each permit period, a permit will be issued for a maximum of three days (72 hours) prior, for *loading* and a maximum of three days (72 hours) after, for *unloading*.
2. The permit period will be allowed twelve times per calendar year per household only. (Multiple trailers under one household qualify for 12 times per year together)

In order to advise parking enforcement of an approved unhitched recreational trailer parking status, the required current registration copy and completed, signed forms must be approved by authorized public safety personnel. Please note that this permit does not give clearance to park on street sweeping days and times, nor does it preclude compliance and enforcement of municipal codes, or other California Vehicle Codes in effect.

The application lists the necessary information required as “fill-in” and the copies needed and retained by the City of Artesia. The second form is a hold harmless agreement.

Once the requirements have been received and reviewed please allow up to 24 hours for a permit to be issued. There may be times when the permit can be issued within 20 minutes or less upon presentation of required documents and fees.

Thank you for your cooperation. Your suggestions and comments are always welcome, and it is recommended for them to be in writing.

Attachments:

1. Unhitched Recreational Trailer Parking Permit Application
2. Release, Hold Harmless and Agreement not to Sue waiver