

## FREQUENTLY ASKED QUESTIONS CONTINUED

***How long will it take to change my parking district?*** The time it takes to process a request is approximately eight weeks. The request must be reviewed by City staff, presented to the Commission as a Resolution of Intention, and then a public hearing is set. If the Commission approves the request at the public hearing, the fee for installation of the sign(s) must be paid. The 8-week time frame may vary due to various circumstances.

***When an application is going to the City Commission what all is included in the presentation?*** When an application has gotten to the stage of being presented to the Commission, a packet is made that includes the application, a signed petition by all those to be included in the district, a district map and finally a memo from the city staff. The petition will be given to the applicant to complete. They will need to get signatures of all those who are going to be included in the district area. Once this is done it will be included in the Commission packet and presented at the scheduled meeting.

***When will I be asked to complete the petition?*** You will be notified as to when the petition will need to be completed. This will happen after all departmental comments have been returned to the Engineering Department. Once this is done you will receive a packet that will contain a letter notifying you to begin gathering signatures from those in the proposed parking district and included is

the petition. You only need to get the signatures of those located within the district. Example, if there are only five people included in the parking district, then you need only five signatures. When the petition is complete, then turn it into the City Engineering Department at the address listed below the *More Information* section. The petition will be included in the Commission packet. **IF THIS IS NOT COMPLETED, THE REQUEST WILL NOT BE TAKEN TO CITY COMMISSION.**

## MORE INFORMATION

If you have access to the Internet, you can go to the City of Helena website at [www.ci.helena.mt.us](http://www.ci.helena.mt.us) to look up the Helena City Code and retrieve forms or you may visit the website of the codifiers directly at [www.sterlingcodifiers.com](http://www.sterlingcodifiers.com).



### City of Helena

Public Works  
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316 N. Park Ave.  
Helena, MT 59623  
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## CITY OF HELENA

### PUBLIC WORKS

### ENGINEERING DEPARTMENT

### INFORMATION ON

### PARKING CHANGES

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# PARKING

## FREQUENTLY ASKED QUESTIONS

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From horses to bicycles to automobiles, all have parked along the streets of Helena throughout its history. The City of Helena is working hard to keep up with parking issues as the city grows.

### FILING A PARKING REQUEST FORM

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If you are interested in having parking changes made, whether it is to install parking signs or remove them, you need to complete a Parking Request form. You must include your address and telephone number, so if there are any questions regarding your request the City can contact you. All Parking Request forms must be signed.

Once you have completed a request form, mail it to the City of Helena Engineering Department, 316 North Park Avenue, Helena, MT 59623.

### WHERE DOES MY REQUEST GO?

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After the Department of Engineering receives a request, a letter will be sent confirming the request and notifying you that it is being processed. Processing a request may take some time so please be patient.

The Parking Request Inspector will determine the validity of the request and whether the requested change is possible.

***Why is there a “No Parking” sign outside my house?*** There are several reasons for a “No Parking” sign outside a residence or commercial location, such as use by emergency response vehicles. Fire trucks need to be able to turn around easily. This is accomplished by using different types of turnarounds such as cul-de-sacs and hammerheads (see City Engineering Standards). Another reason for a “No Parking” sign is that resident(s) applied to change the parking district to a Type B Residential Parking District. (See below)

***How do I find out what type of parking is allowed in my neighborhood?*** To determine what type(s) of parking are allowed in your neighborhood, you must know your zoning and parking district designation (if one exists). You can locate your zoning district by going to the Lewis and Clark County website, clicking on Information Technology and then clicking on GIS/Mapping. To find information on parking districts, please call the Helena Parking Commission at 447-8419 or visit the City’s website.

***What kinds of parking districts are there?*** There are two types of parking districts that are mentioned in Section 8-14-7 of the Helena City Code. These are a “Type A” Residential Parking District and a “Type B” Residential Parking District. The “Type A” Parking District means that it shall be unlawful for any

person to stop, stand or park a vehicle for any purpose longer than two (2) hours, other than those vehicles displaying a valid "Type A" residential parking district permit in any "Type A" residential parking district. The “Type B” Parking District means it shall be unlawful for any person to stop, stand or park a vehicle for any purpose, other than those vehicles displaying a valid "Type B" residential parking district permit when on-street parking adjacent to such district has been officially designated and appropriately signed.

***If I wanted to change the on-street parking in front of my house, what would I have to do?*** This involves filling out an application and submitting a \$100 application fee. The application must include a description of the area for which the change will be requested and a map of the requested parking district. City staff will review the application for completeness. Then it will be presented to the City Commission for action. If the Commission approves the request, a one-time installation fee of \$2.25/lineal foot of frontage must be paid for the installation of signs. **Please note that if any part of this process is not completed, your request will not be reviewed or presented to the City Commission.**

***Where do I get an application for changing my parking district?*** You can get a parking district application by calling the Engineering Department at 447-8431 or 447-8429 to have one sent to you. Soon applications will be available on the City of Helena’s website.