



# City of Virginia Beach

DEPARTMENT OF PUBLIC WORKS  
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BUILDING NUMBER 2  
2504 COURTHOUSE DRIVE  
VIRGINIA BEACH, VA 23456

January 27, 2017

Mr. Kenneth Jobe  
304 Croatan Road  
Virginia Beach, VA 23451

Dear Mr. Jobe:

It was a pleasure to meet with you on January 18, 2017 to discuss the parking situation in Croatan. I would like to outline for you the current temporary parking permit policy: There currently is no cost for requesting a temporary parking permit. The specific requirements and conditions are noted below:

- 1) We require five (5) working days to process any temporary parking permit.
- 2) Only locations that have "NO PARKING 7:00PM-9:30AM" are available for temporary parking (indicated by the yellow areas on the attached map).
- 3) It is the applicant's responsibility to cover and uncover the "NO PARKING" signs in the designated area(s) of parking during this period.
- 4) A copy of this permit must be kept on site in each vehicle at all times to aid enforcement of the parking restriction.
- 5) The temporary parking permit is not reserved parking; it only temporarily removes the parking time restriction. Parking is available to anyone on a first come first serve basis during the time the restriction is removed. The City does not monitor or coordinate temporary parking permits that are received for a given date.
- 6) It is the applicant's responsibility to make sure that driveways are not blocked and that an access lane is maintained at all times for emergency vehicles.
- 7) Separate approval from the Convention & Visitors Bureau (William Kelly: 385-4800) is required for parties of an outdoor nature, outdoor event, block party, etc.
- 8) This permit is subject to all conditions and may be revoked at any time.
- 9) The temporary parking permit is for short term parking needs and, as such, a temporary parking permit cannot be issued for more than three consecutive days. Continuous consecutive permits will not be issued.

I look forward to further discussions about further increasing the amount of parking in Croatan.

Sincerely,

Phil A. Davenport  
Public Works Director

Attachment