



# CITY OF MOUNTAIN VIEW POLICE DEPARTMENT

## SAFE PARKING PROGRAM APPLICATION PERMIT CHECKLIST

**Safe Parking Site Address:** \_\_\_\_\_

**Required Submittals (check if completed):**

1.  A completed permit application form for approval from the Police and Fire Departments, Chief Building Official, and City Manager’s Office.
2.  A site plan depicting the designated safe parking area and restroom, water, and trash facilities.
3.  A black/grey water disposal plan.
4.  A stormwater pollution control and spill response plan to reduce water quality impacts of litter and waste discharges at the site. Requirements of this plan include: (1) installation of controls, such as storm drain inlet protection and/or full trash capture devices; and (2) procedures for identifying, containing, and managing litter and waste discharges.
5.  Security procedures plan.
6.  A neighborhood relations plan shall be provided which shall include a contact phone number and e-mail for each safe parking facility location to address any complaints in a timely manner.

**Submittal by e-mail is preferred.** E-mail to [SafeParkingPermit@mountainview.gov](mailto:SafeParkingPermit@mountainview.gov). Hard copy application packets may be submitted to the Police Department, if necessary. Incomplete application packages will not be approved, and failure to complete an application if it is deemed incomplete will result in disqualification.

**Land Use Requirements (MVCC 36.32.10)**

Parameter	Requirements	Completed
Hours of Operation	Safe parking uses may only occur between the hours of 5:00 p.m. and 9:00 a.m. and when the parking lot is not in use by the primary use of the site, as applicable.	<input type="checkbox"/>
Number of Vehicles	A maximum capacity of 30 vehicles is allowed for safe parking.	<input type="checkbox"/>
Expansions	Safe parking use shall not be enlarged in size without review and approval of an amendment to the Conditional Use Permit by the Zoning Administrator.	<input type="checkbox"/>
Setbacks	The designated safe parking area shall be located a minimum of twenty-five feet (25') from the property line of any abutting residentially zoned or used property.	<input type="checkbox"/>
Ingress and Egress	The site shall maintain sufficient ingress and egress as determined by the Chief Building Official.	<input type="checkbox"/>
Emergency Vehicle Access	The site shall maintain sufficient emergency vehicle access (EVA) for public safety as determined by the Chief Building Official.	<input type="checkbox"/>
Recreational Vehicle Clearances	A minimum ten foot (10') clearance shall be maintained around each recreational vehicle (RV).	<input type="checkbox"/>
Structures	Structure(s) not already located on the site are prohibited, including, but not limited to, the use of lean-tos or pop-outs. No person shall be housed in tents or other temporary facilities.	<input type="checkbox"/>
Lighting	A minimum of one (1) footcandle lighting shall be provided in the designated safe parking area and shall not create light pollution on adjacent properties.	<input type="checkbox"/>
Fences and Walls	Fences and walls are not permitted to secure or delineate safe parking uses on-site. Defensive materials such as barbed wire are prohibited.	<input type="checkbox"/>
Facilities	Restroom, water, and trash shall be provided, maintained, and accessible to participants on the site during Safe Parking program hours.	<input type="checkbox"/>
Waste Disposal	Black/grey water shall be properly disposed in accordance with a disposal plan submitted by the applicant.	<input type="checkbox"/>
Stormwater Pollution Prevention	The applicant shall comply with the submitted stormwater pollution controls and cleanup response plan to minimize and/or address the water quality impacts of litter and spills from the site.	<input type="checkbox"/>
Electricity Hookups	Electricity hookups shall be prohibited.	<input type="checkbox"/>

**Safe Parking Operational Requirements (MVCC 19.108) – To be complied with prior to and during the operation of the Safe Parking program on-site.**

Requirements	Acknowledge and Consent
All propane tanks must be securely fastened to a recreational vehicle’s propane tank mounting bracket.	<input type="checkbox"/>
Fire extinguishers (minimum size of 2-A:10-B:C) shall be mounted and visibly accessible within a seventy-five foot (75’) distance of any occupied area.	<input type="checkbox"/>
Fires of any kind shall be prohibited. Cooking and food preparation (barbecues, etc.) outside the vehicle are prohibited. Use of cooking equipment is allowed inside the vehicle so long as the cooking equipment is constructed as part of the recreational vehicle and has not be modified or altered. Propane or other combustible materials shall be prohibited except to the extent used in conformance with the recreational vehicle manufacturer’s approved and commercially installed cooking appliance.	<input type="checkbox"/>
Cooking in passenger cars is prohibited.	<input type="checkbox"/>
No rent shall be received for this overnight parking lot use.	<input type="checkbox"/>
A smoke/carbon monoxide detector is required for recreational vehicles.	<input type="checkbox"/>
All personal property shall be stored inside the vehicle.	<input type="checkbox"/>
Vehicles that leak domestic sewage, as defined in Section 35.29 of the City Code, or other waste fluids or solids, or other fluids (including, but not limited to, gasoline, transmission or radiator fluid or engine oil), excluding potable water, are prohibited.	<input type="checkbox"/>
Vehicles shall be parked within the designated parking area.	<input type="checkbox"/>
Audio, video, generator, or other amplified sound that is audible outside the vehicles parked in the Safe Parking program is prohibited.	<input type="checkbox"/>
Buildings on the site must be secure from trespassing, and property owners participating in Safe Parking will have signed a waiver for trespassing arrests.	<input type="checkbox"/>

**Disclaimer and Signature**

I acknowledge and consent to comply with the safe parking provisions as per MVCC Chapters 36 and 19:

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_