



(DOT) No Parking Policy

Effective Date: February 13, 1990

Owner	Board of Commissioners (BOC)
Reviewer(s)	DOT Director, County Attorney, County Manager
Approver(s)	DOT Director and BOC
Related Policies	N/A
Related Standards	N/A
Storage Location	Clerk's Office via Agenda Item
Last Review Date	N/A
Next Review Date	N/A
Review Cycle	Document is updated as needed; no regular cycle established
Employee Acknowledgement	N/A

1. PURPOSE

This policy specifies the requirements which must be met before the Department will recommend to the Board of Commissioners creation of "No Parking" zones.

2. SCOPE

This policy applies to all County agencies, elected offices, departments, full-time, part-time and non-employees (temporary employees, volunteers, service providers, vendors, contractors, and any other entities) that are seeking to establish "No Parking" zones in Cobb County. If you have questions regarding this policy, contact the DOT Director.

3. GOVERNING LAWS, REGULATIONS & STANDARDS

Guidance	Section
Georgia Open Records Act	O.C.G.A. 50-18-70, et Seq.
Official Code of Cobb County	Chapter 118, Article 4, Division 1
Georgia Archives as adopted by County Code	https://www.georgiaarchives.org/records/retention_schedules
And all other applicable laws and regulations	

4. DEFINITIONS

N/A

5. POLICY

A field investigation is performed after the Department receives a request for "No Parking" signs. This allows the Department to determine roadway width and observe parked vehicles. The Department attempts to resolve the parking problems through contact with vehicle's owners. In cases where the issue cannot be resolved and vehicles are creating an unsafe condition, the Department recommends a petition be circulated among affected owners. Otherwise the Department sends a petition only when the citizen continues to insist that 75% of the lot owners oppose vehicles parking on the street. Petition packages contain cover letters, petitions, and plats revealing affected lots and proposed "No Parking" zones. Petition blanks are completed by the Department prior to mailing the packages. Petitions must be returned within sixty days. After the petition is returned, the Department confirms that it was returned within the required time period and begins verifying signatures. Verification is accomplished within fourteen working days through computer access to the Tax Assessor's property owner records. Seventy-five percent of the lot owners must verify as being in favor of the creation of the "No Parking" zone prior to placing notices along affected streets. The notices enable property



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owners to request a public hearing prior to Board action on the petition. "No Parking" signs are installed within five working days after the Board approves the request for creation of the "No Parking" zone. After installation, the Police Department is notified in writing of the newly installed signs. At any time after creation of the "No Parking" zone affected lot owners may petition for the Board to reverse its decision. Seventy-five percent of the lot owners must sign the petition requesting the deletion of the "No Parking" zone. All other requirements regarding a petition to create a "No Parking" zone apply to this petition.

Other Streets

A petition is not required for the Department to recommend creation of a "No Parking" zone on major thoroughfares, and on local streets in commercial and industrial areas. However, the Department continues to perform a field investigation, requests Commission approval, and notifies the Police Department after installation.

6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance. The County may deviate from the policy when written justification is provided to the BOC by the DOT Director.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2020	12/2020		Reformat