



City of Richmond  
Department of Public Works  
Parking Division

**Dear Jackson Ward Resident,**

**Your current decal will expire on August 31, 2022.** It is now time to complete the 2023 Jackson Ward application. You can complete and return the application with payment by mail; please allow 10 business days for the processing of your application. Other options include

**City Hall:**

Applications and payments will be accepted at City Hall, Parking Division (Room 102); Monday through Friday from 8:00 a.m. to 5:00 p.m.

**By Mail:**

Applications and payments are being processed through the mail. Applications should be addressed to City of Richmond, Parking Division, 900 E. Broad Street, Room 102, Richmond, VA 23219. All checks should be made payable to the City of Richmond.

**What to include in the mail or to bring to City Hall:**

1. Completed application
2. Driver's License (copy)
3. Homeowner's proof of ownership will be verified with the City Assessors records. If property is in a trust, proof of ownership will be required.
4. Renters must have a copy of their **signed lease and the permit application must be signed by the property owner or landlord. ON THE FRONT PAGE WITH PROPERTY ADDRESS AND LAST PAGE WITH SIGNATURE IS NECESSARY.**
5. Citizens and vehicles are required to be living and garaged at the address for which they are seeking a decal. Students using an address other than one in the City of Richmond must provide a copy of their full-time (12 credits or more) student schedule.

If you have additional questions regarding Jackson Ward Decals or Restricted Parking Districts, please visit our website at <http://www.RVA.gov>. Applications can also be downloaded at this location.