



City of Richmond  
Department of Public Works  
Parking Division

**Dear Carver Resident,**

Enclosed is a 2023 Residential Parking Permit Application that must be completed prior to receiving a Carver parking decal. To receive your decal by mail, please complete the enclosed application and return it with payment (check or money order); allowing ten business days for processing. Follow the instructions below to avoid any delays.

1. Complete a Residential Parking Permit Application, providing answers to all questions.
  - (A) Property Owners/Residents p.1
  - (B) Renters p. 2
2. Sign and date the application. Return the application using the envelope provided.
3. Renters must provide a copy of their lease and have the property owner/landlord sign the renter's application.
4. Vehicles utilized by residents of the Carver District that are not full time college students should be registered to the City of Richmond to qualify for a parking decal. A **full-time** student may use their domicile, other than Richmond, for tax purposes, if permitted by the Virginia Department of Motor Vehicles. To verify their status, the student must provide a copy of their full-time schedule at the time of applying for a Carver District Permit. **Part-time** student residents must register the vehicle in the City of Richmond and pay personal property taxes to the City of Richmond to obtain a Carver District Parking Permit.

**Installation of Decals**

The decal should be placed on the inside of the lower right portion of the rear window (right side). All parking decals which have expired and are outdated should be removed from the vehicle and destroyed.

**Permits are also available for purchase at, or can be mailed to:**

City Hall  
Department of Public Works  
900 E Broad St, Room 102  
Richmond VA 23219

**Payment Methods**

Cash, Money Order, Check, etc.

Credit Card (MasterCard, Visa, Discover, American Express) – 2.5% convenience fee assessed to and paid by customer as required in agreements with credit card companies.

If you have additional questions regarding Carver Decals or Restricted Parking Districts, please visit our website at <https://www.rva.gov/public-works/carver-district>.