

**PARK PLAZAS COMMUNITY SERVICES ASSOCIATION (PPCSA)  
PARKING VARIANCE APPLICATION**

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Please fill out a separate application for each vehicle. Please read the instructions on page 2.  
Return to: **Manager, PPCSA, 2801 Rodeo Road, E-1, Santa Fe, NM 87507.**

**Cul-de-Sac:** \_\_\_\_\_

**Vehicle Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**License Plate #:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Vehicle Owner:** \_\_\_\_\_ **Tenant?:** Yes No

**Address:** \_\_\_\_\_

**Telephone #:** **Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Lot Owner:** \_\_\_\_\_

**If tenant, indicate lot owner's or Property Manager's Phone #:** \_\_\_\_\_

**Garage Size:** **1 Car:** \_\_\_\_ **2 Car:** \_\_\_\_ **# of Vehicles Owned by Applicant:** \_\_\_\_\_

By my signature below, I certify, according to the Covenants, that my garage currently houses the vehicle capacity for which it was built, as checked and truthfully stated above. This request concerns a vehicle that exceeds my garage capacity for the reason(s) stated below. I understand an approved variance expires on October 1<sup>st</sup> of each year and is revoked upon transfer of the property. I acknowledge that an approved variance absolves the PPCSA and its Board of any liability for security and/or any vehicle damage sustained while parked on the common area of the Association.

**Reason for Variance Request: (Continue on an attached second page if necessary)** \_\_\_\_\_

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**BELOW IS FOR OFFICE USE ONLY**

**Application Sequence Number:** \_\_\_\_\_ (1<sup>st</sup> yr, 2<sup>nd</sup> yr, etc) **Fee (if any):**\$ \_\_\_\_\_

**Category Assignment (1,2,3):** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PPCSA Parking Committee Representative's Signature:** \_\_\_\_\_

# PARK PLAZAS COMMUNITY SERVICES ASSOCIATION (PPCSA) PARKING VARIANCE APPLICATION

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## PARKING VARIANCE CRITERIA: PRINCIPLES AND INSTRUCTIONS

### Parking Steps:

1. Apply for variance; application required as it may pertain to any of the three variance categories.
2. Variance reviewed by the manager and the Parking Committee.
3. Variance, or portion thereof, granted or denied based on priority categories and the hardship test criterion; alternatives given to denied owner/tenant: - Use RV storage lot on premises or elsewhere; risk towing.
4. Permit issued to resident owner for approved variance identifying lot number and expiration date.
5. Category 1 variances are revocable at the election of the Parking Committee and terminate upon transfer of the related lot or lease termination.
6. For Category 2 and 3 variances, reapply each year. All fees are waived the first year of project enforcement. The Board will assess whether to charge variance application fees thereafter based on the program's cost of administration.

***Variances must meet a hardship test. Hardship is defined as a condition that is difficult to endure, and causes serious difficulties for the resident. Variances requested as a simple matter of convenience (a "want" as opposed to a "need") do not meet the test.***

- ***Any vehicle granted a variance must be used regularly and not "stored" outdoors.***
- ***A variance approval is subject to the resident's certification that the garage is cleared, and is housing the number of vehicles it was built to hold.***

The Board has adopted the following three priority preference categories as legitimate reasons to grant a variance. **Note that the Board retains discretion to grant or deny a variance in every circumstance.** If there are overlap requests between categories, these will be assessed and judged on a case-by-case basis.

### **CATEGORY 1 – Handicapped, assigned vehicles and one car garage situations:**

- a. A handicapped or special needs vehicle for the disabled that may not fit in a garage.
- b. A law enforcement office vehicle, regardless of jurisdiction.
- c. An employer issued take-home vehicle that is necessary as a condition of employment to perform assigned duties. Employer confirmation letter may be required.
- d. If you own two vehicles and have a cone care garage, you may apply for a variance waiver for the second vehicle. If you own three or more vehicles, then you will need to submit an application for a variance under category 2 or 3 as applicable.

### **CATEGORY 2 – Family Circumstance**

- a. A vehicle used by family members who are not normally in residence for more than 90 days a year, such as college students who are home for temporary periods of time or a caretaker.
- b. Special situations of permanent resident family members of the primary unit owner whose cars are used daily on a regular basis. ["Family" – see Article VIII, Section 17, of the Covenants.]

### **CATEGORY 3 – All other hardship situations:**

- a. Other. Space limitations on cul-de-sacs require that the Board must regard other reasons for variance requests to carry less weight in the consideration of a variance without a COMPELLING JUSTIFICATION based on the hardship test cited above.

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**PARKING GUIDELINES**

**Our Covenants say:**

Garages are for car storage and shall not be converted to use for residential purposes, except as otherwise permitted by the Board. (Article VIII, Section 15)

All vehicles shall be parked or repaired in enclosed garages or the recreational vehicle area, except as otherwise permitted by the Board. (Article VIII, Section 14)

Recreational vehicles, boats, motorcycles, trailers, trucks or commercial vehicles other than pickups shall not be parked or maintained in Park Plazas except within the recreational vehicle storage and service area (upon registration and receipt of a key) or in enclosed garages. Trucks or commercial vehicles making pick-ups or deliveries to or in Park Plazas or used in the construction of residential dwellings or maintenance of the Common Area, are permitted. (Article VIII, Section 13)

All vehicles parked outdoors must display a Park Plazas permit sticker. Guests may park in guest parking spaces for short periods. If your guest is staying longer than seven days, call the manager's office to obtain a temporary guest parking permit.

Vehicles that are not used on a daily basis must be stored in the recreational vehicle area located at the end of Relampago cul-de-sac. Keys are available from the manager for a \$25 deposit.

To receive a permit to park a vehicle outside your garage or the recreational vehicle area, you must apply for a variance. Variance requests will be reviewed by a five member Parking Committee appointed by the Board of Directors. An application is enclosed; additional copies may be obtained from the manager.

If your variance application is approved, you need to park in a designated parking area. (Maps will be provided.) Parking in front of garages or entrances to homes is a safety issue because it can prevent emergency personnel from ambulances and fire engines from accessing your property. Easy egress and ingress to the garage must be maintained at all times.

Variances will be granted according to the criteria adopted by the Board. A variance approval is subject to your certification that your garage houses the number of vehicles it was built to hold. Vehicles granted a variance must be used on a regular basis.

Vehicles in violation of these regulations are subject to towing.

Copies of the entire Parking Policies: Guidelines, Rules and Procedures Manual approved by the Board of Directors on August 29, 2007, are available from the manager.

Questions? Call the manager at 471-8809.