



BACKGROUND

- LMU's current 20-year Master Plan was approved by the city of Los Angeles in 2011.
- The Master Plan requires the construction of additional parking facilities on campus.
- Paid parking on campus was authorized under the current Master Plan.
- LMU implemented paid parking for visitors in Fall 2012 and for students, faculty, and staff in January 2013.
- As part of the Master Plan, LMU is required to support a preferential parking district on selected Westchester streets if the community chooses to establish one.
- The Master Plan requires LMU to reimburse the cost of up to two annual residential parking permits per household for blocks immediately surrounding the university.
- Since the 2011 Master Plan approval, LMU has voluntarily expanded its commitment by reimbursing up to five permits per household (the city maximum) and extending the reimbursement area beyond the original requirement.

PERMIT REIMBURSEMENT PROCESS

- LMU will reimburse each eligible household for up to three annual residential permits and two visitor permits per year, which is the maximum number allowed by the city.
- Reimbursement requests will only be processed for permits purchased during the fiscal year in which the permits are valid. LMU's fiscal year runs from June 1 through May 31.
- Residents within a city-approved permit parking district may submit a reimbursement request through the online form available on LMU's Community Relations website at **community.lmu.edu**. First-time applicants must also submit a completed **IRS Form W-9**.
- A receipt from the Los Angeles Department of Transportation (LADOT) is not required to receive reimbursement for permit costs.
- Residents must establish an account with LADOT and register their vehicles through one of LADOT's Customer Service Centers before obtaining permits.
- Please contact community@lmu.edu if you have any questions.