

## BACKGROUND

- LMU's current 20-year Master Plan was approved by the city of Los Angeles in 2011.
- LMU's Master Plan requires construction of new parking on campus.
- Paid parking on campus was authorized in the current Master Plan.
- LMU implemented a paid parking system for visitors in fall 2012 and for students, faculty and staff in January 2013.
- Anticipating the possibility of increased parking in the community, as part of the Master Plan LMU is required to support a preferential parking district in Westchester, if the community wants it.
- The Master Plan requires LMU to fund the cost of 2 annual parking permits per household for the blocks immediately surrounding the university.
- Since the 2011 Master Plan approval, LMU increased its commitment to include up to 5 permits per household (city maximum), and expanded the area for which the university will provide permit reimbursements.
- LMU will reimburse residents for the cost of up to 5 permits per household for the remainder of the current 20-year Master Plan.

## PERMIT REIMBURSEMENT PROCESS

- LMU will reimburse each household for up to 3 annual permits and 2 visitor permits per year (the city allowable maximum).
- Residents with a city approved permit parking district may download two forms from LMU's website at [www.lmu.edu/community](http://www.lmu.edu/community). They are (1) IRS Form W-9 and (2) a reimbursement/attestation form. These completed forms can either be emailed to [community@lmu.edu](mailto:community@lmu.edu) with "Permit Parking Reimbursement" in the subject heading, or mailed to:

LMU – Community Relations  
1 LMU Drive, Suite 4800  
Los Angeles, CA 90045

- A receipt from LADOT is not necessary in order to receive reimbursement for the cost of permits.
- Residents are required by LADOT to go in to one of their customer service centers to open an account and register vehicles.