



## 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, LMU is required to support a preferential parking district on selected streets in Westchester as part of the Master Plan, if the community wants it.
- The Master Plan requires LMU to fund the cost of two annual parking permits per household for the blocks immediately surrounding the university.
- Since the 2011 Master Plan approval, LMU voluntarily increased its commitment to include up to five permits per household (the city maximum), and expanded the area for which the university will provide permit reimbursements.
- LMU will reimburse residents for the cost of up to five permits per household for the remainder of the current 20-year Master Plan, up to \$24,000 annually.

## PERMIT REIMBURSEMENT PROCESS

- LMU will reimburse each household for up to three annual permits and two 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 [community.lmu.edu](http://community.lmu.edu). They are (1) IRS Form W-9 and (2) a reimbursement/attestation form. These completed forms can 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 2800  
Los Angeles, CA 90045.
- A receipt from L.A. Department of Transportation is not necessary in order to receive reimbursement for the cost of the permits.
- Residents are required by LADOT to go in to one of their customer service centers to open an account to register vehicles.