

Residents who would like to request new or modification to existing on-street parking regulations on their block shall submit their request by writing a letter to the Chief of Police at 200 Civic Center Drive Lake Saint Louis MO 63367. Please be as specific as possible with the request. The request must include the following information:

- A brief description of the problem
- Street or streets and their block numbers that are affected
- Day or days of the week the problem occurs
- Times of the day the problem occurs
- Belief as to what is the cause of the concern

Prior to performing and investigating the requesting resident must attain information and signatures on the form approved by the Police Department from at least 75% (seventy-five percent) of the individual property owners living along the affected roadway, indicating their concern regarding a parking problem in that area.

The Police Department and Public Works staff will review the request, and if warranted, the Police Department and Public Works will validate the requestor's concerns through an assessment based on criteria set by both departments.

If the concern is validated, a 90 day trial, on-street parking restriction will be enacted.

Near the conclusion of the trial period, an electronic online survey will be distributed to the property owners/residents, living along the affected roadway who provided email addresses, asking for their feedback on the on-street parking restrictions or the requesting party may download a paper copy of the survey from the City of Lake Saint Louis website and attain feedback from owners/residents, living along the affected roadway. If 75% (Seventy-five percent) of property owners/residents living along the affected roadway are in favor of the on-street parking restrictions, the Police Department and Public Works Department will request that the item be placed on a Board of Aldermen Agenda as an amendment to Chapter 365.030 – Table III – Stopping, Standing or Parking Prohibited to make the changes permanent. The Police Department or Public Works Department will notify owners/residents, living along the affected roadway who provided email addresses of the proposed amendment in order to encourage public input prior to the Board of Alderman taking action.





