

Employee Preferential Permit

This Employee Preferential Permit ("Permit") is issued by the City of Santa Rosa ("City") to the Permit holder named below ("Permittee") for parking privileges within the Employee Preferential Parking area ("Preferential Parking").

Permit Terms & Conditions:

- Permittee, as employer, is responsible for providing the name, address, telephone number, and vehicle license plate number for each employee holding parking privileges under this Permit (Access Holder) and for keeping this information current while this Permit is in effect. Permit information may be updated by email to srparking@srcity.org; fax to (707) 543-3317; or mail to Finance Department, Parking Division, 90 Santa Rosa Avenue, Santa Rosa, CA 95404.
- Permittee shall promptly inform every Access Holder of the terms and conditions of this Permit, as they may be amended from time to time by the City.
- **This Permit is a digital permit that uses a vehicle's license plate number as its parking credential. All parking privileges are subject to the availability of a parking space on a first-come, first-served basis and at Permittee's and Access Holder's risk.**
- Prior to the grant of parking privileges under this Permit to any Permittee, all outstanding parking tickets issued to the proposed Access Holder must be paid or dismissed by the City.
- This Permit shall be valid on a monthly basis.
- The Permit and parking privileges granted to Permittee under this Permit are non-transferable to be used by Permittees current employees only, and only for vehicles owned or primarily operated by said employee.
- Proof of employment for each Access Holder shall be provided by Permittee with initial Access Holder authorization and not less frequently than every six months.

Initial Application:

Initial application must be made in person at: Finance Department, Parking Division, 90 Santa Rosa Avenue, Santa Rosa, CA 95404. *Persons with disabilities may mail in applications for Parking Permits.*

Renewal:

This Permit is renewable by payment of the monthly Permit fee on or before the 23rd of each month in which the Permit expires. Payment may be made by mail if paying by check or in person at the Finance Department-Parking Division. When the renewal deadline falls on a City holiday or weekend, the deadline will be the following business day. Failure to maintain continuous renewal may result in Permit being sold to the next parker on the Parking Lot waiting list.

Termination:

The City will not make any refunds or prorations. The City reserves the right to cancel Permittee parking privileges at any time, without cause, with 30 days' written notice to Permittee. Permittee acknowledges that the City is not obligated to relocate Permittee upon notice of termination of the Permit or end of the Employee Preferential Permit. Any Permittee or Access Holder found to be misusing their parking privileges will be subject to a citation and/or termination of parking privileges.

Rates & Fees:

Current rate and fee schedules are available online at: www.srcity.org/parking; or at Finance Department, Parking Division, 90 Santa Rosa Avenue; or by calling (707) 543-3325.

Use and Grant of Parking Access:

Parking privileges under this Permit are granted to Permittee only. License plate numbers serve as permit credentials for Access Holders. Access Holder may park one (1) automobile in the designated Preferential Parking area at any single time. The Permit is for the sole use of Permittee vehicles and all Access Holder license plate numbers must be on file with the City. Access Holder must park in the designated Preferential Parking with the vehicle's license plate clearly visible to the license plate recognition cameras used by City Parking Enforcement Officers. Failure to make license plate numbers visible for camera recognition may result in the issuance of a parking citation and/or the revocation of the Permit or parking privileges by the Permittee. Recreational Vehicles and trailers are not eligible for Permits.

Acknowledgment:

By accepting the Permit, Permittee and Access Holder acknowledges that the City of Santa Rosa, as licensor, is not responsible for fire, theft, damage to, or loss of vehicles or any articles left therein. Only a license is granted hereby, and no bailment is created. Permittee and Access Holder has read, understands, and shall comply with the terms and conditions of this Permit. Furthermore, Permittee and Access Holder shall comply with the directives posted in the Preferential Parking (such as no parking, red curb areas, disabled parking, parking between the lines, small/compact car only, speed limits, directional flow, and stop signs). All rules and regulations apply.



Employee Preferential Permit Application

Items needed during application:

- Copy of valid Santa Rosa business tax certificate
- Proof of employment for each Access Holder (must be re-certified every 6 months)

Section 1: Permittee Information

Company/Name: _____	
Address: _____	City/Zip: _____
Contact: _____	Phone: _____
E-mail: _____	

Section 2: Access Holder Information

Please list additional names on the reverse side of this application.

Full Name: _____	
Vehicle #1 – Make: _____	License Plate Number: _____
Vehicle #2 – Make: _____	License Plate Number: _____
Vehicle #3 – Make: _____	License Plate Number: _____

Permittee/Access Holder parking privileges authorize only ONE vehicle to park in the Preferential Parking at any single time. Permittee may enter up to three (3) vehicle license plates, but only vehicle at a time may be exempt for time limits in the Preferential Parking. The person(s) executing this Permit on behalf of Permittee represent and warrant that they have the authority to do so under law and from Permittee.

Signed: _____ Date: _____

Title: _____ or Individual/Sole Proprietor

Office Use Only	Processed By _____	Date _____
Invoice set up <input type="checkbox"/> Yes	Acct # _____	TDS Check <input type="checkbox"/> Yes <input type="checkbox"/> No
Tax Certificate <input type="checkbox"/> Yes	Permit Expiration Date: _____	

Full Name: _____	
Vehicle #1 – Make: _____	License Plate Number: _____
Vehicle #2 – Make: _____	License Plate Number: _____
Vehicle #3 – Make: _____	License Plate Number: _____

Full Name: _____	
Vehicle #1 – Make: _____	License Plate Number: _____
Vehicle #2 – Make: _____	License Plate Number: _____
Vehicle #3 – Make: _____	License Plate Number: _____

Full Name: _____	
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