

Parking Lot Permit

This Parking Lot Permit (“Permit”) is issued by the City of Santa Rosa (“City”) to the Permit holder named below (“Permittee”) for parking privileges at the City parking lot indicated on the application (“Parking Lot”).

Permit Terms & Conditions:

- Permittee is responsible for providing the name, address, telephone number, and vehicle license plate number for each person 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 online at <https://srparking.srcity.org> 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 for Non-Reserved parking. All parking privileges are subject to the availability of a parking space on a first-come, first-served basis and at Permittee’s risk.**
- Prior to the grant of parking privileges under this Permit to any Access Holder, all outstanding parking tickets issued to the proposed Access Holder must be paid or dismissed by the City.
- This Permit shall continue in force through the last day of the month for which Permittee has paid the monthly Permit fee.
- The Permit and parking privileges granted to Access Holders under this Permit are non-transferable.

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 day of the month in which the Permit expires. Payment may be made by mail if paying by check in person at Finance Department, Parking Division, online by credit card, or via automatic credit card deduction. 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 available permittee on the Parking Lot waiting list.

Termination:

The City will not make any refunds or prorations. The City reserves the right to cancel Access Holders’ and/or Permittee parking privileges at any time, without cause, with a 30 day written notice to Permittee. Permittee acknowledges that the City is not obligated to relocate Permittee or any Access Holder upon notice of termination of the Permit or closure of the Parking Lot. Any Access Holder or Permittee found to be misusing their parking privileges will be subject to 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 Lot Access:

Parking privileges under this Permit are granted to Access Holders only. License plate numbers serve as Parking Lot access credentials for Access Holders. Access Holders may park one (1) automobile in the Parking Lot at any single time. The Permit is for the sole use of Access Holder vehicles and all Access Holder license plate numbers must be on file with the City. Access Holders must park in the Parking Lot 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 Access Holder. Recreational Vehicles and trailers are not eligible for Parking Lot access.

Acknowledgment:

By accepting the Permit, Permittee 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 has read, understands, and shall comply with the terms and conditions of this Permit. Furthermore, Access Holders shall comply with the directives posted in the Parking Lot (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.



Parking Lot Permit Application

Lot: _____ Business Individual: SMART Commuter:

Section 1: Permittee Information

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

Section 2: Parking Access Holder Information

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

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

Access Holder parking privileges authorize only ONE vehicle to park in the Parking Lot at any single time. Access Holders may enter up to three (3) vehicle license plates, but only vehicle at a time may be parked in the Parking Lot.

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 _____
Lot _____	Acct # _____	TDS Check <input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

Full Name: _____	Assigned Permit #: _____
Vehicle #1 – Make: _____	License Plate Number: _____
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Full Name: _____	Assigned Permit #: _____
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