

# Annual Individual Parking Permit Application

## Definition and Purpose

Each year annual parking permits are assigned for the period August 15 through August 14.

## Rules and Regulations

- Each year, existing permit holders will receive an email notification in early spring to renew their annual permit.
- To GUARANTEE their current parking permit/location, permit holders must renew their permit during the renewal period. The renewal begin and end date will be communicated by PTS each year.
- Permits available for renewal include Annual Individual, Carpool, Evening/Weekend, SmartPark Permits and current Reserved Permits
- Customers will only be able to select the permit type/location that they currently own. All other permit types/locations will be unavailable during renewals.
- Individuals requesting to change their zone during renewals give up claim to a space in a previous zone.
- Permits will be mailed and/or available for pickup in July, and valid for use August 15 – August 14.
- Customers who miss the renewal period may not receive the same permit assignment for the upcoming permit year, and will need to purchase their permit during the general sales period.
- If space is not available in the customer's desired parking location, customers may sign up for the location using the waitlist option.
- Waitlist requests will be processed and awarded as parking becomes available on a first-come, first-serve basis.
- Applicants will be notified by e-mail of their waitlist award.
- Applicants must claim parking assignment by the deadline date or assignment will be cancelled.
- If applicant fails to respond or chooses not to accept their assignment by the posted deadline date, their assignment will be cancelled.
- Persons with outstanding citations will not be allowed to renew their permit or pre-purchase their permit during the spring general sales period until all outstanding citations have been paid.

## Related References

Annual Individual Parking Permit

Number	PTS-
Effective Date	Permit Year 2015-16
Date Created	November 8, 2012
Date Approved	December 13, 2012
Date Reviewed by Legal	March 14, 2013
Revision Dates	
File Location	