



# CITY OF SAUSALITO / PARKING SERVICES

## APPLICATION FOR EMPLOYEE PARKING PERMITS D & L

Complete this form and submit it by mail to: City of Sausalito Parking Services, 29 Caledonia Street, Sausalito, CA 94965, or email a digital copy to [parking@sausalito.gov](mailto:parking@sausalito.gov). **All applications must be submitted with the following supporting documents:** (1) copy of the applicant's **Driver License**; (2) copy of the **current DMV vehicle registration card** for all vehicles listed in Vehicle Information section below. Application fees are due at the time of application. Check payments may be included with mail-in submissions, **make checks payable to City of Sausalito** and do not mail cash. The quarterly fee for a "D Permit" is \$390 and a "L Permit" is \$150, and "Guest" versions cost the same.

**APPLICANT INFORMATION:** (Driver License must be provided for the applicant listed below)

FIRST NAME		LAST NAME	
EMAIL			
MOBILE PHONE		OTHER PHONE	
RESIDENT STREET ADDRESS			
CITY		STATE	ZIP CODE
MAILING ADDRESS (if different)			
CITY		STATE	ZIP CODE

**VEHICLE INFORMATION:** (Current DMV vehicle registration card must be provided for all vehicles listed below)

LICENSE PLATE #	MAKE / MODEL	YEAR	PERMIT #
NUMBER OF GUEST PARKING PERMITS (SAME COST):			

I have read and agree to the terms and conditions for Employee Parking Permits D & L.

APPLICANT SIGNATURE		DATE	

**FOR OFFICE USE ONLY:**

DRIVER LICENSE #	COMMUTER / EMPLOYEE	REVIEWED BY	DATE ISSUED



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## APPLICATION FOR EMPLOYEE PARKING PERMITS D & L

### **Terms and Conditions:** Employee Parking Permits D & L

**Employee Parking Permits D & L.** Certain Sausalito Municipal Parking Lots are part of the low-cost Employee Parking Permit Program. Designed primarily for commuters, merchants and their employees, the Employee Parking Permit is a pre-paid parking permit valid in certain Municipal Parking Lots. Employee Parking Permits allow all-day parking in their respective parking lot with allowed in-out privileges. New applicants may purchase Employee Parking Permits from City of Sausalito Parking Services.

**Eligibility.** There are no restrictions on eligibility, anyone may apply for an Employee Parking Permit.

**Permits:** There are two types of Employee Parking Permits: “D Permits” are valid only in Municipal Parking Lots #3 & #4 and “L Permits” are valid only in Municipal Parking Lot #5. D Permits allow all-day parking in Lots #3-#4 without the need for purchasing a parking session at a parking pay station. L Permits allow permitted vehicles to park in Lot #5 in excess of the posted 2-hour time limit as well as overnight from 2:00 a.m. to 6:00 a.m.. Employee Parking Permits are only valid in the Municipal Parking Lot for which they were issued and are not valid at unauthorized, time-limited parking areas or in metered parking zones. All vehicle-specific Employee Parking Permits are valid only when displayed from the driver’s side of the vehicle’s rear bumper. Non-specific Employee Parking Permits, or “Guest” permits are only valid when properly displayed from the driver’s-side of the vehicle’s dashboard or rear window, with the permit number and expiration date clearly visible from outside of the vehicle. Parking in a Municipal Parking Lot without displaying a valid permit, or without purchasing a parking session from a parking pay station, may result in citation. All public streets and parking areas are subject to the City-wide 72-hour parking restriction and Employee Parking Permits do not exempt a vehicle from this restriction.

**Costs, Fees and Replacements:** Employee Parking Permits are issued quarterly (every three months) and have a non-refundable fee charged each quarter. D Permits cost \$390 per quarter (pro-rated to \$195 after 45 days) and L Permits cost \$150 per quarter (pro-rated to \$75 after 45 days). The quarterly periods are the same each year for all Employee Parking Permits: Quarter 1 (January 1 - March 30), Quarter 2 (April 1 - June 30), Quarter 3 (July 1 - September 30) and Quarter 4 (October 1 - December 31). Employee Parking Permit costs will be pro-rated for new applications received during a quarterly period, based on the date of application. All permit fees are due at the time of application. Replacement Employee Parking Permits cost \$25.00. Check payments, **made payable to City of Sausalito**, may be included with mail-in submissions—do not mail cash. Payments by Credit or Debit Card require a separate **Card Payment Authorization Form** included with the application. This form is available on the City of Sausalito website ([www.sausalito.gov](http://www.sausalito.gov)). The City of Sausalito is not responsible for lost, stolen or damaged Employee Parking Permits, and all Employee Parking Permits remain the property of the City of Sausalito. Current permits may be exchanged at no cost when the permit is submitted with the replacement permit application (this may be relevant when selling a permitted vehicle—remove the current permit from that vehicle and submit it with your replacement Parking Permit application).

**Permit-holder Agreement.** By signing your application you certify that you have read and understand the terms and conditions provided herein; You understand that there is a non-refundable fee for all Employee Parking Permits and a \$25.00 fee for all replacement Employee Parking Permits; You understand that the City of Sausalito is not responsible for lost, stolen or damaged Employee Parking Permits and that all Employee Parking Permits remain the property of the City of Sausalito; You understand that parking in a Municipal Parking Lot without a valid Employee Parking Permit, or a valid parking session, may result in citation, and that Employee Parking Permits are only valid when properly displayed; You understand that any misuse or the unauthorized transfer of an Employee Parking Permit may result in permanent forfeiture of all Employee Parking Permit privileges.

Terms and rates are subject to change.