



CITY OF SAUSALITO / PARKING SERVICES

APPLICATION FOR COMMUTER EMPLOYEE PROGRAM

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. **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. Email applications will receive an invoice by email to pay online.

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

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FIRST NAME

LAST NAME

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EMAIL

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MOBILE PHONE

OTHER PHONE

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HOME ADDRESS

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CITY

STATE

ZIP CODE

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WORK/MAILING ADDRESS (if different)

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CITY

STATE

ZIP CODE

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

LICENSE PLATE #	MAKE / MODEL	YEAR

I have read and agree to the terms and conditions for the Commuter Employee Parking Program.

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APPLICANT SIGNATURE

DATE

FOR OFFICE USE ONLY:

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DRIVER LICENSE #

COMMUTER / EMPLOYEE

PM Special Zone Code Issued

REVIEWED BY

DATE ISSUED



CITY OF SAUSALITO / PARKING SERVICES

APPLICATION FOR COMMUTER EMPLOYEE PROGRAM

Terms and Conditions: Commuter Employee Parking Program

Park Mobile Special Zone Code. Certain Municipal Parking Lots in downtown Sausalito are part of the low-cost Commuter Employee Program. Designed primarily for commuters, merchants and their employees, Park Mobile Special Zone Codes are available in Municipal Parking Lots #3-#4#5. Park Mobile Special Zone Codes are used on the Park Mobile app as a payment method for the parking session. Park Mobile Special Zone Codes do not allow in-out privileges. New applicants may apply for Park Mobile Special Zone Codes with the City of Sausalito Parking Services.

Eligibility. Anyone who commutes thru Sausalito or works in Sausalito on a regular basis.

Application Process: Park Mobile Special Zone Codes Applications are available for download from the City of Sausalito website (www.sausalito.gov). Applicants may submit their completed application and payment by mail to City of Sausalito Parking Services, 29 Caledonia Street, Sausalito CA 94965, or email a copy to parking@sausalito.gov. Supporting documentation must be submitted with the completed application. Submitted applications will be processed within 21 days of receipt. Park Mobile Special Zone Codes, and instruction sheet will be mailed or emailed to the address provided in the application.

Card Usage and Limitations. Park Mobile Special Zone Codes are only valid within Municipal Parking Lots #3-#4#5 and are not valid at time-limited or metered parking zones. Park Mobile Special Zone Codes can access a specific low-cost all-day parking session (“Commuter Rate”) which expires at the end of operational hours for that calendar day. The operational hours may be different depending on the municipal parking lot used and the time of the year. Parking in a Municipal Parking Lot during operation hours without payment may result in citation. All public streets and parking areas are subject to the City-wide 72-hour parking restriction and Park Mobile Special Zone Codes do not exempt a vehicle from this restriction.

Costs, Fees and Replacements: Park Mobile Special Zone Codes applications require a non-refundable \$25.00 fee, due at the time of application. Check payments, **made payable to City of Sausalito**, may be included with mail-in submissions—do not mail cash. If submitting by email, an invoice will be emailed to you from the City of Sausalito when the application is processed and approved.

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 application fee for all Park Mobile Special Zone Codes. You understand that parking in a Municipal Parking Lot without a valid parking session may result in citation, and that Park Mobile Special Zone Codes are only valid when properly used on the Park Mobile App. Incorrect space and/or plate number entered will result in a citation and the citation will not be VOIDED. You understand that any misuse or the unauthorized transfer of the Park Mobile Special Zone Codes may result in permanent forfeiture of all Park Mobile Special Zone Codes privileges.

Terms and rates are subject to change.