



# Low Wage Employee Parking Permit Application

## Personal Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ Employer: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Work Address: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ License Plate: \_\_\_\_\_

Garage choice:       7<sup>th</sup> St Garage, 521 7<sup>th</sup> St       1<sup>st</sup> St Garage, 555 1<sup>st</sup> St

## To be completed by employer (Payroll check stub required)

Please Circle One:

- Employee earns less than \$23.51/hr. including tips and commissions (copy of most recent pay stub required)
- Intern (paid or unpaid, company verification letter required including hours worked/week)
- Volunteer (company verification letter required including hours worked/week)

Average Number of hours worked/week: \_\_\_\_\_ Hourly pay rate: \_\_\_\_\_

I certify that my company or I currently employ the above listed person and that he/she is eligible for the low wage employee parking permit.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Company: \_\_\_\_\_

## Terms and Conditions

1. I am an employee working in the Santa Rosa Parking District or Railroad Square Meter Zone. (Map boundaries can be found at [www.srcity.org/lwepp](http://www.srcity.org/lwepp))
2. I work/intern/volunteer at least 20 hours a week at the above listed company
3. I make below 60% of median income for Sonoma County based on United States Department of Housing and Urban Development published income guidelines. **Effective 06/01/2020 the wage limit is \$23.51 (including tips and commissions).**
4. I do not have any outstanding parking citations with the City of Santa Rosa.
5. I understand there is a \$10 initial access card set up charge.
6. I agree not to abuse the employee parking program which includes sharing my access cards with others or falsifying information on my application.
7. I will recertify my permit, in person, at 90 Santa Rosa Ave every 6 months from my start date.
8. I understand my card will be blocked and my spot will be given to the first person on the waitlist at the beginning of the month if I haven't resubmitted an application and payment verification during my renewal period.
9. I will notify Santa Rosa Parking of any changes to my account including change of employer, hours, pay rate, and vehicle information.
10. I have read the Parking Garage Permit (see next page).

I understand and agree to abide by the terms and conditions of the Low Wage Employee Parking Program and Parking Garage Permit. Failure to do so will result in permanent cancellation of all program privileges.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Parking Division Use Only

1<sup>st</sup> Month Charged \_\_\_\_\_ Card set up fee charged \_\_\_\_\_ Access Card Issued # \_\_\_\_\_ Term Date \_\_\_\_\_

TDS Check \_\_\_\_\_

Revised 06.2021



## PARKING GARAGE PERMIT

### Permit:

This Parking Garage Permit ("Permit") is issued by the City of Santa Rosa ("City") to ("Permittee").

### Terms & Conditions:

Permittee will be granted parking garage Access Card(s) to the City parking garage identified below, subject to the terms and conditions of this Permit. This Permit shall continue in force through the last day of the month for which Permittee has paid the monthly Access Card fees. Upon request by City, Permittee shall provide information necessary to verify the personal use of Access Cards by persons holding Access Cards under this Permit. Permittee is responsible for promptly updating all Access Card holder information, including name, address, telephone number, and vehicle license plate information. This may be done by email to [srcparking@srcity.org](mailto:srcparking@srcity.org); fax to (707) 543-3317; or mail to Finance Department, Parking Division, 90 Santa Rosa Avenue, Santa Rosa, CA 95404. The failure to fully comply with a request for information by City may result in the immediate termination of this Permit. Access Card holders may only park on the level authorized by this Permit during posted hours, regardless of whether the holder uses an Access Card or pays cash. Permittee shall promptly inform all holders of Access Cards under this Permit of the terms and conditions of this Permit, as they may be amended from time to time by City. Prior to the issuance of any Permits, all outstanding parking tickets issued to Permittee must be paid or dismissed by the City.

### Renewal:

This Permit is renewable by payment of the monthly Access Card fees on or before the 23<sup>rd</sup> day of the month in which the Permit expires. Payment may be made by automatic credit card payment, by mail, or in person at Finance Department, Parking Division. When the renewal deadline falls on a City holiday, the deadline will be the following business day. The failure to maintain continuous renewal may result in the Permit being sold to the next permit applicant on the parking garage's waiting list.

### Termination:

Access Cards are the property of the City. Permittee may terminate this Permit by returning all Access Cards issued under the Permit to City. The City may terminate this Permit: 1) for convenience following 30 days written notice to Permittee, 2) on the first day of the month following non-payment of the monthly Access Card fees; or, 3) upon breach of any of the terms or conditions of this Permit by Permittee or any holder of an Access Card issued under this Permit. Upon termination by City, Permittee shall promptly return all Access Cards to the City. Permittee acknowledges that the City is not obligated to provide other parking facilities to Permittee following the termination of this Permit by City. The City is not obligated to make any refunds or prorations following the termination of this Permit by Permittee or the City.

### Rates & Fees:

Current rate and fee schedules are available online at: [www.srcity.org/parking](http://www.srcity.org/parking); or at Finance Department, Parking Division, 90 Santa Rosa Avenue; or by calling (707) 543-3325. A replacement fee of \$15 will be charged for each lost or stolen Access Card.

### Use & Display of Permit:

Access Cards are for the sole use of Access Card holders and are non-transferable. This Permit authorizes Access Card holders to park for up to three (3) days in the garage for which the Permit was issued. Parking longer than 3 days may result in a citation or a tow of the vehicle. Access Cards must be used to both enter AND exit the garage. Taking a ticket from the dispenser shall result in the charge of the posted parking fees.

The Permit is specific to a garage and level(s) within the garage. Each garage is posted with the location of the Non-Reserved Permit areas. Failure to park in the designated areas may result in the issuance of a parking citation and/or the revocation of this Permit or Access Card. All parking privileges are subject to the availability of a parking space on a first-come, first-served basis and at the Access Card holder's risk. It is unlawful for any person to park or leave standing any vehicle registered in his name or operated or controlled by him at a City off-street parking facility in excess of the posted time limit, or 72 hours if not posted (City Ordinance 11-46.060 Overtime Parking Prohibited).

### Acknowledgment:

Permittee acknowledges that the City of Santa Rosa, as licensor, is not responsible for fire, theft, damage to, or loss of any vehicle or any articles left therein. Only a license is granted hereby and no bailment is created. Permit holder has read, understands, and shall comply with the terms and conditions of this Permit. Furthermore, all Access Card holders under this Permit shall comply with the directives posted in the parking garages (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 other rules and regulations apply.

**Modification of Terms of Permit:** City may modify the terms and conditions of this Permit, in its sole discretion, upon written notice to Permittee.

## Using Your New Garage Permit Access Card

Thank you for your patronage! Your Garage Permit Access Card is easy and convenient to use and the tips below will ensure you have all the information you need for easy parking.



The garage access card uses Radio Frequency Identification (RFID) and just needs to be held in front of the card reader upon entering and exiting the garage. The card readers are located at each entrance and exit of the garage, just before the ticket dispensing machines.

When the card is read, a tone will sound and the barrier arm will lift. Do not attempt to put the card in the slot designed for daily parking vouchers as this can cause mechanical failure and damage to your access card. If you need assistance, please press the Call button and a Parking employee will response quickly.

For more information, log on to [www.srcity.org/parking](http://www.srcity.org/parking) or call us at 707-543-3325

### Garage Permit Access Card Reminders

- The access card is for the sole use of the registered holder and is non-transferable.
- The access card must be used to enter AND exit the Garage each time. Taking a ticket from the dispenser requires payment due for the posted parking fees.
- If a ticket is pulled when you have an active permit, you must still park in permit-designated areas only.
- The permit is specific to a Garage and level(s) within the Garage. Each Garage is posted with the location of the Non-Reserved Permit areas.
- Parking in an area not designated for permits may result in the issuance of a parking citation and/or the revocation of the Permit.
- All parking privileges are subject to the availability of a parking space on a first-come, first-served basis and at the Permit holder's risk.
- This Permit authorizes Permit holder to park for up to (3) days in the Garage for which the Permit was issued. Parking longer than (3) days may result in a citation, or the vehicle being towed.
- Permit holder must comply with the directives posted in the parking garages.