City of Fort Collins Permit Rules and Information:

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Parking Structure Rules and Information

1. SAFETY FIRST! The 10 MPH speed limit in the parking garage is strictly monitored. Your permit may be suspended or terminated for violation of the speed limit.

2. PERMIT INFORMATION: NOTE: Rates are subject to change. Check at the office for current rates.

<table>
<thead>
<tr>
<th></th>
<th>Full-service permit</th>
<th>Roof-top permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where can you park?</td>
<td>LEVEL 2 AND ABOVE</td>
<td>Any UNCOVERED area on Level 4/5</td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>$50.00 per month</td>
<td>$40.00 per month</td>
</tr>
<tr>
<td>Early pay rate</td>
<td>$40.00 per month</td>
<td>$20.00 per month</td>
</tr>
<tr>
<td>Proximity Card deposit</td>
<td>$10.00 one-time refundable fee</td>
<td>$10.00 one-time refundable fee</td>
</tr>
<tr>
<td>Lost card replacement fee</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Stickers – left rear window</td>
<td></td>
<td>Civic Center - BLUE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Town - YELLOW</td>
</tr>
<tr>
<td></td>
<td>Civic Center - GOLD</td>
<td>Old Town - RED</td>
</tr>
</tbody>
</table>

NOTES
1. The above restrictions only apply M – F, 8 a.m. to 5 p.m. Other hours, you may park on any level.
2. Must renew permit before 1st day of the month to qualify for the lower rate.
3. Card must be returned within thirty (30) days of termination of the permit to receive refund.

3. TERMS and CONDITIONS for USE of PERMIT

- Permit must be renewed prior to 1st day of the month, or you may be locked out. You will receive a discounted price if you renew before the 1st of the month.
- If permit is not renewed by the 5th day of the month, your permit may be sold to the next person on the waiting list. If you still want a permit, you may go on the waiting list.
- You cannot purchase or renew a permit if you have unpaid parking citations.
- Your permit may be locked to prevent access if you have unpaid parking citations for over 30 days.
- The permit holder may only have one vehicle in the structure at a time, and must enter and exit in the same vehicle.
- Your permit card may not be used by another vehicle while one vehicle is already in the garage.
- Any changes to your vehicle need to be called in and a new sticker may need to be obtained.
- Vehicles parked on the wrong level or in the wrong area during business hours (M-F 8 a.m. to 5 p.m.) will be issued a $25.00 citation. The permit card may be locked and you will not be able to use it until you call the office.
- Park your vehicle headfirst into the stall.
- The purchase of your permit does not cover certain Special Events that have a fee associated. That fee will be due if you enter the structure on those days.
- No smoking anywhere within the structure.
- No vehicles longer than 19’ 5” within either structure or exceeding 7’ in height in CCPS or 6’ 7” in height in OTPS.
- Purchase of a permit does not guarantee a space will be available. While a space will be available most of the time, due to unexpected events or situations, the structure may be full and permit holders will need to find another location to park.
- Failure to follow the rules governing the use of your permit may result in your permit being suspended or terminated.

4. IF YOU FORGET YOUR CARD

Permit holders must use their permit card to enter and exit the parking structure. If you do not have your permit card with you, you must pull a ticket to enter the structure and call the office at 970-221-6617. You must still park on your permit’s designated level. If you pulled a ticket, and do not call the office, you may be required to pay for that ticket at the hourly rate when you exit. If you attempt to exit the structure without your card or without a ticket, or do not call the office, you may be charged a lost ticket fee. The lost ticket fee is $18.00.
5. **REFUNDS**

- Refunds will only be made for a full month. Partial months will NOT be refunded.
- You must cancel your permit prior to the first of the month to receive a refund for pre-paid permit fees.
- If you made a $10 deposit to get a permit card, you must return the permit card within 30 days of canceling your permit in order to get the deposit returned to you.
- If your permit is terminated or suspended for failure to follow the terms and conditions of the permit, any unused full-month, pre-paid fees will be refunded to you.

6. **LIABILITY**

You are responsible for your vehicle, yourself and any occupants of your vehicle. The City of Fort Collins, Downtown Development Authority and Larimer County do not accept any responsibility or liability for loss or damage to your vehicle, any articles contained therein, or any personal injury to you or the occupants of your vehicle while it is in the parking garage. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

7. **GENERAL INFORMATION**

- The booth attendant will be happy to assist you if you have any questions.
- If a booth attendant is not on duty, you may call (970) 221-6617 during business hours.
- After hours, you may push the “Help” button on the automated pay machine in the exit lane in the garage to contact a Parking Services representative.
- You may renew your permit online www.fcgov.com/parking, by phone (970) 221-6617 or by coming by our office at 215 N Mason Street.
- It is your responsibility to lock and secure your vehicle while in the parking structure.

8. **COUNTY AND CITY EMPLOYEES ONLY**

By completing the on-line submission process, you indicate that you understand there will be a monthly deduction from your paycheck for the employee portion of your parking permit (the amount may vary depending on the type of permit). If you enroll on, or prior to the 20th of the month, you will be charged the full employee portion for that month. If you enroll after the 20th, you will not be charged the employee portion until the next month. (For City employees only, you will pay the employee portion for the 1st month. After that, the employee portion will be deducted from your paycheck). You also indicate by your signature that you understand that you will be charged the full employee portion if cancellation or termination occurs anytime during the month, as the employee portion of the fee is not refundable or pro-rated. (The Effective Date of the deduction by the Larimer County Payroll Department will be the date of your on-line form submission.)

I confirm that I have read and understand the Parking Structure Rules and Information, and agree to comply with the terms and conditions herein. I also understand my permit may be locked, and my parking privileges may be suspended or revoked for violations of the rules and regulations.

I also understand that it is my responsibility to obey the SPEED LIMIT in the parking garage of 10 miles per hour at all times, failure to do so may result in a suspension of my permit.
Residential Parking Permit Rules and Information

I understand to be eligible for the Residential Parking Permit Program (RP3) I must maintain residence within the boundaries of a permit parking district.

I understand that I must provide proof of residence on my vehicle registration, driver’s license, “current” utility bill, phone bill, cable bill that has my name and address within the parking permit zone, or a letter from the landlord (property owner or manager). Landlord name must match County records as owner of the dwelling.

I must provide current DMV Vehicle Registration for each vehicle.

All outstanding parking ticket violations must be paid before a permit will be issued.

If my permit is terminated or revoked for any reason, I must wait one calendar year to re-apply.

The parking permit allows you to park your vehicle within the permit-parking district for which it was issued, provided no other parking restrictions apply such as Handicapped parking and no parking. Your permit exempts your vehicle from the posted, on-street parking time limit restrictions. **Your permit does not guarantee you a parking space.**

The number of permits issued is limited to one permit per vehicle up to number of permits allowed for your zone.

Permit must be renewed prior to expiration from the following year.

I understand that Parking Enforcement Officers will monitor the permit district to enforce the posted time limit. Permitted vehicles will be cited if the permit has expired.

I understand that I am responsible for my guest hangtags, that they are to only be used once per week/per vehicle, and if they are lost or stolen, a $10.00 fee will be charged to me for each hangtag.

Furnishing false information to obtain a Residential Parking Permit or using permits (residential or guest) in a fraudulent or unlawful manner is punishable by law and your permit may be revoked.

I confirm that I have read and understand the Residential Parking Permit Rules and Information, and agree to comply with the terms and conditions herein. I also understand my permit privileges may be revoked and/or suspended for violation of the rules and regulations.
Surface Lot Rules and Information

1. **PERMIT INFORMATION:**
   - Rates are subject to change. Check at the office or online for current rates.
   - The City offers discounted monthly rates for permits renewed prior to the end of the month.
   - Permits are monitored by the vehicle license plate number.

2. **WHERE TO PARK**
   During the hours indicated on posted signs, vehicles must be parked in the areas of the lot reserved for permit parking. Permit holders may park in the spaces designated for hourly parking within the lot, after the signed permit hours, on weekends, or if all permit spaces are completely full.

3. **TERMS AND CONDITIONS FOR USE OF PERMIT**
   - Permits must be renewed prior to 1st day of the month in order to receive the discounted rate.
   - If my permit is not renewed by the 5th day of the month, my permit will be sold to the next person on the wait list. If I still want a permit, I will be put on a wait list.
   - It is my responsibility to lock and secure my vehicle while in the parking lot.
   - Purchase of a permit does not guarantee a space will be available.
   - The permit holder may only have one vehicle in the lot at a time. If multiple vehicles are in the lot, a citation will be issued.
   - Vehicles parked in a permit restricted area during signed permit hours (varies by lot) without a permit may be issued a citation.
   - A permit cannot be purchased or renewed if there are any unpaid parking citations.
   - Failure to follow the rules governing the use of your permit may result in your permit being suspended or terminated.

4. **IF YOU CHANGE YOUR VEHICLE**
   I must call in my new vehicle license plate information to (970) 221-6617 or email parkingservices@fcgov.com. If this is not done in advance of parking in the lot, I may be issued a citation.

5. **REFUNDS**
   - Refunds will only be made for a full month. Partial months will not be refunded.
   - You must cancel your permit prior to the first of the month to receive a refund for pre-paid permit fees.
   - If my permit is terminated or revoked for failure to follow the terms and conditions of the permit, any unused full-month, pre-paid fees will be refunded to me.
6. **LIABILITY**

You are responsible for your vehicle, yourself and any occupants of your vehicle.

The City of Fort Collins nor the Downtown Development Authority do not accept any responsibility or liability for loss or damage to your vehicle, any articles contained therein, or any personal injury to you or the occupants of your vehicle while it is in the parking lot. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

7. **PERMITS ARE NOT TRANSFERABLE TO A DIFFERENT OWNER**

Ownership of a permit may not be transferred to another person or entity. If the owner of a permit stops paying for the permit, that permit will be sold to the next person on the wait list.

8. **GENERAL INFORMATION**

- Parking permits are for the exclusive use of the permit owner or a designated permit holder.
- The permit owner assumes all responsibility for the use of their permit.
- You may call (970) 221-6617 during business hours if you have questions about your permit.
- You may renew your permit online at www.fcgov.com/parking, by phone (970) 221-6617 or by coming by our office at Parking Services, the CSU Transit Center or the South Transit Center.
- It is your responsibility to lock and secure your vehicle while in the parking lot.

I confirm that I have read and understand the Surface Lot Rules and Information, and agree to comply with the terms and conditions herein. I also understand that my permit may be locked, and my parking privileges may be suspended or revoked, for violations of the rules and regulations.
Obstruction Permit Rules and Information

RESPONSIBILITY FOR ACCIDENTS: The permittee shall be responsible for all claims and liabilities arising out of work performed pursuant to this permit or arising out of permittee's failure to perform the obligations with respect to maintenance, warning devices or the use and occupancy of any sidewalk, street, or other public place by virtue of this permit. The permittee shall, and by acceptance of this permit agrees to defend, indemnify, save and hold harmless the City, its officers and employees, from and against any and all suits, claims or actions brought by any person for, or on account of, any bodily injuries, disease or illness, or damage to persons and/or property sustained or arising directly out of the conduct of the work performed under the permit, or in consequence of the permittee's failure to perform the obligations with respect to maintenance, warning devices or the use of an occupancy of any sidewalk, street or other public place by virtue of this permit.

INSURANCE: Applicant certifies that liability insurance in the amount of $1,000,000 that insures the City against any and all losses that may arise from the use of the parking spaces described.

TERM OF PERMIT: This permit is valid for no more than ninety (90) days; it may be renewed for one (1) or more additional ninety-day periods upon written application and payment of the applicable renewal fee.

Permittee shall at all times erect and maintain proper guardrails around the material occupying the street or other public place during the entire period of such occupancy and shall provide walks around said material not less than four (4) feet in width, and shall maintain warning lights at all points of danger and keep and maintain such lights burning all of each and every night during occupancy, to the satisfaction of the City Code standards. Permittee agrees that the obstruction shall not, in the judgment of the City Manager, constitute a nuisance or destroy or impair the use of the property by the public or constitute a traffic hazard

Permit must be placed in window of vehicle for which it was purchased. In case of dumpster, trailer or other vehicle that has no windshield, this permit should be kept on work site or in close proximity. Only vehicles whose presence is required for project will be allowed to use permit. No vehicles parked for personal use or convenience will be allowed to use permit. Any officer of the City of Fort Collins may at any time ask to see permit.

This permit is issued upon the express condition that it shall be subject to revocation by the Director of Planning, Development & Transportation Services, of the City of Fort Collins, upon good cause shown for violation of any of the provisions of Chapter 23, Article III, Section 23-46 to 23-85 of the Code of Ordinances of the City of Fort Collins, or of this permit.

I confirm that I have read and understand all provisions in the City of Fort Collins Municipal Code Section 23 pertaining to Obstruction permits, including, but not limited to, payments of fees, satisfying additional permit conditions, obtaining any additional permits from other departments or agencies, as necessary, placement of barricades, safety devices or other measures that may be required by the City; or any other conditions that may be warranted for safety or to eliminate the possibility of a nuisance or hazardous conditions. I agree to pay all fees, fines, clean-up costs and any other expenses associated with this permit and the use of the spaces described above. I understand that if I fail to comply with any provisions of Section 23 of the municipal code, this permit may be revoked and I may be liable for additional costs.