



Parking Services
215 North Mason Street, 1st floor, South Wing
P.O. Box 580
Fort Collins, CO 80522.0580

970.221.6617
970.416.2452 - fax
fcgov.com/parking

CITY OF FORT COLLINS PARKING SERVICE PARKING STRUCTURE PERMIT APPLICATION FORM

Firehouse Alley Parking Structure (FAPS)	Old Town Parking Structure (OTPS)	Civic Center Parking Structure (CCPS)	
Full Use Permit <input type="checkbox"/>	Full Use Permit <input type="checkbox"/>	Full Use Permit <input type="checkbox"/>	County EE <input type="checkbox"/>
	Rooftop <input type="checkbox"/>	Rooftop <input type="checkbox"/>	City EE <input type="checkbox"/>

Please indicate purchasing customer: Purchased by Employer ☐ Purchased by me personally ☐

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email Address: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____

VEHICLE INFORMATION

VEHICLE 1

YEAR: _____

MAKE/MODEL: _____

COLOR: _____

LIC PLATE # _____

REGISTRATION (STATE) _____

VEHICLE 2

YEAR: _____

MAKE/MODEL: _____

COLOR: _____

LIC PLATE # _____

REGISTRATION (STATE) _____

*Additional Vehicle information to be provided at end of application-

CITY USE ONLY:

Permit Number(s): _____ Date: _____ Months Purchased: _____ Received By: _____

Parking Structure Rules and Information

These rules are enacted pursuant to Section 23-140 of the Municipal Code of the City of Fort Collins to protect the safety, well-being, and property of the general public using City Parking Structures. Please read and initial to acknowledge that you understand the information and agree to the rules. Applicants must initial all applicable sections for the permit to be considered valid.

1. ___ SAFETY FIRST!

- The 10 MPH speed limit in the parking garage is strictly monitored. Your parking permit may be suspended for violating the speed limit or for any other observed unsafe driving and/or parking practices.

2. ___ PERMIT INFORMATION:

- Rates are subject to change. Contact Parking Services at (970) 221-6617 for current rates.
- The City offers discounted monthly rates for parking permits renewed on or before the end of the month.
- Parking permits are monitored by the vehicle license plate number.
- You can park your vehicle in any space that applies to your parking permit type and does not have official signs or markings that prohibit parking.

3. ___ WHERE TO PARK

- Vehicles with a full-service permit may park on Levels 2 and above.
- Vehicles with a roof-top permit may park in any uncovered area on Levels 4 or 5.
- These parking restrictions apply only Monday – Friday, 8:00 a.m. to 5:00 p.m. For all other hours, and on recognized City holidays, permitted vehicles may park on any level, except during certain Special Events (see below) and except for spaces that have official signs or markings that prohibit parking.

4. ___ TERMS and CONDITIONS for USE of PERMIT

- To receive the discounted rate, permits must be renewed prior to the 1st day of the month.
- If your permit is not renewed by the 5th day of the month, your permit will be considered abandoned and will be offered for sale to the next person on the waitlist. If you would like to repurchase a parking permit, you will be placed on the associated waitlist.
- It is your responsibility to lock and secure your vehicle while in the parking structure.
- Each parking permit may have multiple vehicles associated with each issued permit; however, the permit holder may have only one (1) vehicle in the parking structure at a time. If multiple vehicles associated with the permit are parked in the parking structure, a citation will be issued to the second or subsequent vehicle(s) if a paid hourly/timed parking session has not been initiated.
- If the permit holder has unpaid parking citations associated with the vehicle(s) attached to your account, a permit cannot be purchased or renewed.
- All permitted vehicles must be parked front-in into the stall. Parking back-first in a parking stall may result in a parking citation. If a vehicle's license plate is not visible to City staff, you are authorizing additional means to view and/or document the associated license plate, temporary tag, and/or VIN.
- The purchase of your parking permit does not cover certain Special Events that may have a separate and independent fee associated. The issued parking permit would not allow applicable use and any associated Special Event fee pricing will be due if you enter/park in the parking structure on those day(s).
- No smoking is allowed anywhere within the parking structure, adjacent sidewalk, or any curtilage.
- Vehicle size restrictions: No vehicles longer than 19'5" may be parked in any City Parking Structure. No vehicles exceeding 7'6" in height may be parked in FAPS. No vehicles exceeding 7' in height may be parked in CCPS. No vehicles exceeding 6'7" in height may be parked in OTPS
- At no time shall a parking permit constitute a privatized and/or dedicated parking space. Parking availability is on a first come, first served basis. The purchase of a permit does not guarantee that a space will be available.
- The intended use of each parking structure is to provide a longer-term parking option beyond the time-restricted parking stalls common in the downtown area. Parking Structure permits shall not be used by the permit holder for long-term storage of vehicles. Any misuse and/or abuse of duration of time or use of the parking structure as a storage facility may result in suspension of the permit and/or issuance of a citation.

- Parking structures are for parking purposes only; all other uses are prohibited.
- Failure to follow the rules governing the use of your parking permit may result in your permit being suspended for up to one (1) year. You may appeal any suspension of your permit to the Parking Services Manager by filing a written statement of appeal, including the basis of appeal, no later than seven (7) days from receipt of the notice of suspension or termination. In the event your permit is suspended, the permit will be offered for sale to the next person on the waitlist. If you would like to repurchase a parking permit after the suspension period, you may be placed on an associated waitlist.

5. ____ IF YOU CHANGE YOUR VEHICLE

- It is the responsibility of the permit holder and/or responsible person to notify Parking Services to request a vehicle change for the permit, including new vehicle license plate information, prior to parking structure use. If this is not done in advance of parking in the parking structure, you may be issued a citation.
- To update vehicle information, call Parking Services at (970) 221-6617 or email parkingservices@fcgov.com.

6. ____ REFUNDS

- Refunds may only be made for a full month; partial months will NOT be refunded.
- You must cancel your permit prior to the 1st day of the month to receive any applicable refund of pre-paid permit fees.
- If your permit is suspended for any reason, unused **full-month**, pre-paid fees will be refunded to you.

7. ____ LIABILITY

- You are responsible for your vehicle, yourself, and any occupants of your vehicle.
- The City of Fort Collins, Larimer County, the Bohemian Foundation, the Downtown Development Authority, and any other affiliated partners 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 structure. Your initials and signature below, and use of the City parking structure(s), is your waiver and release of any claims against said entities. City employees are not authorized to change these terms.

8. ____ GENERAL INFORMATION

- Parking permits are for the exclusive use of the permit holder and/or the designated permit holder.
- The permit holder assumes all responsibility for the use of their permit.
- Call (970) 221-6617, during business hours, with any parking permit questions.
- Parking Permits may be renewed on-line at www.fcgov.com/parking, by phone (970) 221-6617, or by visiting our office at 215 N Mason Street.

9. ____ PARKING PERMITS ARE NOT TRANSFERABLE TO A DIFFERENT OWNER

- Parking permits may not be transferred to another person or entity.

10. SIGNATURE

- By making your signature below, you acknowledge that you have read and understand the Parking Structure Rules and Information as stated above, and you agree to comply with the terms and conditions herein. You also understand that your parking permit may be relinquished, and your parking privileges may be suspended for violations of the rules and regulations, including, but not limited to those stated above.

(printed name)

(signature)

(date)



*ADDITIONAL VEHICLE INFORMATION

VEHICLE 3

YEAR: _____
MAKE/MODEL: _____
COLOR: _____
LIC PLATE # _____
REGISTRATION (STATE) _____

VEHICLE 4

YEAR: _____
MAKE/MODEL: _____
COLOR: _____
LIC PLATE # _____
REGISTRATION (STATE) _____

VEHICLE 5

YEAR: _____
MAKE/MODEL: _____
COLOR: _____
LIC PLATE # _____
REGISTRATION (STATE) _____

VEHICLE 6

YEAR: _____
MAKE/MODEL: _____
COLOR: _____
LIC PLATE # _____
REGISTRATION (STATE) _____