



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 SERVICES SURFACE LOT PERMIT APPLICATION FORM

Canyon Lot <input type="checkbox"/>	Jefferson Lot <input type="checkbox"/>	Mason Lot <input type="checkbox"/>	Oak/Remington <input type="checkbox"/>	Olive <input type="checkbox"/>
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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: _____

Surface Lot 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 Surface Lots. 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!

- Your parking permit may be suspended for 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.

3. ___ WHERE TO PARK

- During the hours indicated on signs, vehicles must be parked in the areas of the surface lot reserved for permit parking. Permit holders that park in the parking spaces signed/designated for hourly parking are not exempt from time limits and may be subject to a citation.

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 put on the associated waitlist.
- It is your responsibility to lock and secure your vehicle while in the surface lot.
- Each parking permit may have multiple vehicles associated with each issued permit; however, the permit holder may have only one (1) vehicle in the surface lot at a time. If multiple vehicles associated with the permit are parked in the surface lot, a citation will be issued to the second or subsequent vehicle(s).
- Vehicles parked in a permit restricted area during designated permit hours (varies by lot) without a permit may be issued a citation.
- If the permit holder has unpaid parking citations associated with the vehicle(s) attached to your account, a permit cannot be purchased or renewed.
- If a vehicle's license plate is not clearly visible to City staff, you are authorizing additional means to view and/or document the associated license plate, temporary tag, and/or VIN.
- No smoking is allowed anywhere within the surface lot, adjacent sidewalk, or any curtilage.
- 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 surface lot is to provide a longer-term parking option beyond the time-restricted parking stalls common in the downtown area. Permits for surface lot parking 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 surface lot as a storage facility may result in suspension of the permit and/or issuance of a citation.
- Surface lots 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 wait list.

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 surface lot use. If this is not done in advance of parking in the surface lot, 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 refund of applicable 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, 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 in the surface lot. Your initials and signature below, and use of the parking surface lot, 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 online at www.fcgov.com/parking, by phone at (970) 221-6617, or by visiting one of our offices: 215 N Mason Street or the CSU Lory Student Center – Transit Center.

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 Surface Lot 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) _____