



**Planning, Development & Transportation**

**Parking Services**

215 North Mason Street, 1<sup>st</sup> floor, South Wing  
P.O. Box 580  
Fort Collins, CO 80522.0580

**970.221.6617**  
970.416.2452 - fax  
*Fcgov.com/parking*

**Application for Residential Parking Permit**

Applicant's Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Applicant's Driver's License Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Vehicle Information**

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Registration (State): \_\_\_\_\_

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Registration (State): \_\_\_\_\_

**For City Use Only**

Residential Permit: Permit Number(s): \_\_\_\_\_ Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_\_  
Permit Zone

\_\_\_\_\_  
Approved By/Date



Residential Parking Permit Rules and Information

Please read and initial to indicate you understand the information and agree to the rules:

\_\_\_\_\_ 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 any changes to my vehicle or license plate must be reported immediately to parking services. Failure to do so may result in citations.

\_\_\_\_\_ I understand that I must provide proof of residence on my vehicle registration, driver’s license, lease agreement, “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 or contested before a permit will be issued.

\_\_\_\_\_ If my permit is suspended for any reason, I must wait one calendar year to re-apply. You may appeal any suspension of your permit to the Parking Services General Manager by filing with him/her 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

\_\_\_\_\_ 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 activating all guest permits.

\_\_\_\_\_ 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 suspended.

\_\_\_\_\_ By your signature below, you indicate that you have read and understand the Residential Parking Permit Rules and Information, and you agree to comply with the terms and conditions herein. You also understand your permit privileges may be suspended for violation of the rules and regulations.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Guest Permit Information**

A "guest" permit is for people who visit a residence within a parking permit zone.

### **There are two types of guest permits:**

- Guest permit for 24 hours or less FREE
- Guest permit 25 hours up to 15 days \$10.00

### **Guest permit for 25 hours or more:**

If you are a permit holder in the zone and have a guest that will be staying for over 25 hours then you will need to call or email Parking Services with the following information and be prepared to pay a \$10.00 fee:

- License plate number
- State of issue
- Vehicle make
- Body style (sedan, pickup, motorcycle, etc.)
- Color

The license plate number and state of issue are particularly important because license plate is the permit and must be accurate to avoid receiving a citation.

The "guest" permit is valid for a maximum of 15 days. *(Number of permits is to be determined by the Parking Services Manager or designee)*

If you will be hosting an event at your home that requires more than two permits you will need to call or email parking services to arrange parking for you guests.