



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 SURFACE LOT PERMIT FORM

SELECT ONE:
 ___ CANYON ___ JEFFERSON ___ MASON ___ OAK/REMINGTON ___ OLIVE

Please mark whether this permit is being purchased by your employer or by you.

Purchased by Employer _____ Purchased by me personally _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email Address: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____

VEHICLE INFORMATION

VEHICLE 1

VEHICLE 2

YEAR: _____

YEAR: _____

MAKE/MODEL: _____

MAKE/MODEL: _____

COLOR: _____

COLOR: _____

LIC PLATE # _____

LIC PLATE # _____

REGISTRATION (STATE) _____

REGISTRATION (STATE) _____

CITY USE ONLY:

Permit Number(s): _____

Date: _____

Approved 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 the Parking structures. Please read and initial to indicate you understand the information and agree to the rules.

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.

WHERE TO PARK

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

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 your permit is not renewed by the 5th day of the month, your permit will be sold to the next person on the wait list. If you still want a permit, you will be put on a wait list.
- It is your responsibility to lock and secure your 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 lot, a citation may 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. You may appeal any suspension of your permit to the Parking Services 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. If your permit is suspended, it may be sold to the next person on the waiting list. If you still want a permit after the suspension period has elapsed, you may go on the waiting list if a permit is not available.

IF YOU CHANGE YOUR VEHICLE

You must call in your 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, you may be issued a citation.

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 your permit is suspended for failure to follow the terms and conditions of the permit, any unused full-month, pre-paid fees will be refunded to you.

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 lot. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

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.

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 www.fcgov.com/parking, by phone (970) 221-6617 or by coming by our office at 215 N Mason Street.

SIGNATURE

By your signature below, you indicate that you have read and understand the Parking Structure Rules and Information, and you agree to comply with the terms and conditions herein. You also understand your permit may be locked, and your parking privileges may be suspended for violations of the rules and regulations.

(Printed name)

(Signature)

(Date)