

# APPLICATION FOR PERMIT(S) FOR NON-METERED TWO-HOUR PARKING ZONES

City of Madison Parking Division (608) 266 - 4761

website: [www.cityofmadison.com/parking](http://www.cityofmadison.com/parking)

Please Type or Print

\_\_\_\_\_  
(APPLICANT/COMPANY NAME) (TELEPHONE NUMBER)

\_\_\_\_\_  
(STREET ADDRESS) (CITY) (STATE) (ZIP)

\_\_\_\_\_  
(NAME OF PERSON APPLYING FOR PERMIT(S)) (EMAIL ADDRESS)

This permit provides a means for operators of motor vehicles to park in excess of one or two hour posted **non-metered** and Residential Permit Parking Only zones for loading and unloading equipment, furniture, fixtures and supplies necessary to, and in the vicinity of, their work. *“Equipment, furniture, fixtures and supplies necessary”* is intended to mean that the operator is using the vehicle for storage of materials or tools needed on the job or is engaged in moving articles or as a work space necessary to the job.

1. This permit cannot be used for parking a vehicle in excess of the time restriction on streets adjacent to or in the vicinity of the site owned or operated by the owner/operator of the vehicle.
2. The permit exempts only the vehicle in which it is displayed.
3. The permit holder is responsible for filling in the required information on the permit in accordance with instructions found on the back of the permit.
4. Permits are valid when filled out and only for the date listed on the permit.
5. No person may alter or use a permit with an altered expiration date. There are no refunds for altered or improperly filled out permits.
6. A permit does not guarantee that a parking space will be available at any specific location.
7. Permits must be displayed on the inside of the street-side front window, with the permit information facing out.
8. All stopping, standing and parking restrictions, other than the one or two-hour limit and Residential Parking Permit Only, remain applicable to vehicles with permits.
9. The Parking Manager or his/her designee may withdraw the right to use a permit on any street if traffic, parking or weather conditions warrant.

Permits may be purchased, in any number, either in person (215 Martin Luther King Jr., Suite 109) or by mail\*.

**DO NOT** send cash by mail. Make checks payable to **“City Treasurer”**.

Send check and one copy of this signed application to: **City Parking Division, PO Box 2986, Madison WI 53701-2986.**

Call 608-266-4761 with questions.

**\*See USPS website for Small Priority Flat-Rate Box shipping charges for mailed orders:**

**1-100 permits will ship in 1 box  
101-200 permits will ship in 2 boxes  
201-300 permits will ship in 3 boxes**

<p><b>Method of Payment</b>   <input type="checkbox"/>Cash   <input type="checkbox"/>Check   /   Credit : <input type="checkbox"/> Visa   <input type="checkbox"/> MC   <i>Credit cards only accepted in person or by phone.</i></p> <p>No. of Permits Requested: _____ x \$5/day = \$ _____</p> <p style="margin-left: 150px;">Shipping fee* = \$ _____</p> <p style="margin-left: 150px;">Total due = \$ _____</p> <p>Authorized Signature _____</p> <p><small>[Checks to be made payable to <b>City Treasurer</b>. Credit card payments accepted <i>in person only</i>.]</small></p>	<p style="text-align: center;"><b>FOR OFFICE USE ONLY</b></p> <p style="text-align: center;"><i>Permit Numbers Sent</i></p> <p style="text-align: center;">_____</p> <p>Date _____</p> <p>By _____</p>
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**Tampering with a permit will be grounds for revocation or suspension of the right to use the permit(s) and may require the return of unused permits. Any person or firm misusing or tampering with a permit shall be subject to a forfeiture of not more than \$200 for each act of tampering or each day or fraction thereof of improper use.**

Signature of Applicant

Date