

Madison Parking Division
APPLICATION FOR DAYTIME RESIDENTIAL PARKING PERMIT
(Section 12.138 Madison General Ordinances)

APPLICANT INFORMATION – PLEASE PRINT

APPLICANT'S NAME

Last First M.I.

Daytime Phone Number Home Phone Number

E-Mail (optional)

PERMIT ADDRESS Check one: ☐ Own ☐ Rent

Street Apt. # 537 Zip Code

If Renting/Leasing at the above address, provide the following information about rental firm/landlord:

Firm/Landlord Name Address () Phone

VEHICLE & DRIVER'S LICENSE INFORMATION

Driver's License/State ID # (last 6 digits): _____ Address printed on D.L./State ID ☐ Address on Driver's License same as above permit address
State of Issuance: _____

Vehicle License Plate # (If temporary plate use VIN #) State Vehicle Owner's Name & Relationship to you. (Write "Self" if you are the owner)

Vehicle Color Make Model Year

Address on Vehicle Registration (as filed the State Motor Vehicle Department) ☐ Address on registration is same as above for Driver's License

Note: An applicant may obtain one permit for a vehicle registered to self, spouse, child, parent, step-parent, grandparent or legal guardian. No permits will be issued for a vehicle owned by a friend or relative other than that listed above. An applicant can receive additional permits only if all vehicles are registered to self and/or spouse and registered at the location for which a permit is sought.

Select one of the following options if you would like to receive a renewal notice next year.

☐ Send an email reminder to the following address: _____

☐ Send a reminder in the mail. (Renewal notices are mailed on July 1st and will not be forwarded.)

"I certify that the above information is true and correct. I also certify that the above-listed vehicle is kept by me and only at the address I have given above as my residence and that the vehicle will not be kept at any other location for the duration of the permit's validity. I understand and will comply with the provisions stated on the reverse side of this application. I also understand it is my responsibility to notify the City of Madison of any changes to my application information. Additionally, I understand that the City of Madison reserves the right to revoke my permit if any of the information I provide is false."

SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE – DO NOT WRITE BELOW THIS LINE

DOES APPLICANT HAVE A PERMIT FOR THE CURRENT PERMIT YEAR? YES ☐ NO ☐ (If yes, verify applicant eligibility for permit)

Proof of Residence Provided:

☐ Residential Lease (Lease Term): _____

☐ Driver's License and Vehicle Registration match address

☐ Owner of property (Verified by Assessor's Office)

☐ Rental Agent/Property Owner Affidavit

Application File Date	Permit Expiration Date	Area	Vehicle Ownership (Circle)	Fee \$	Initials	Permit No.
			O NO			

☐ Tickets Checked ☐ Registration Checked ☐ OK to Issue

☐ Permit issued via mail. Date mailed: _____

☐ **Problems** (Check all that apply)

☐ Tickets ☐ Needs Lease ☐ Needs Vehicle Registration

☐ Incorrect Amount Enclosed ☐ No check ☐ Other (Specify)

STAFF COMMENTS

Residential Parking Permit Conditions per Madison General Ordinances, Including Section 12.138:

LIMITATIONS OF PERMIT USE

- A. The permit is valid on streets with parking restrictions identified by one- or two-hour parking signs with the area number located in the lower left-hand corner of the sign. The **permit shall neither guarantee nor reserve a parking space to the holder**; rather, once a parking space has been found, the holder of a permit may remain at that space beyond the one- or two-hour limit.
- B. The permit is also valid on streets signed Parking by Residential Parking Permit Only (PBRPPO). On streets signed PBRPPO, **only** permit holders may park in the designated areas from 8 AM to 6 PM. There will be an area designation number in the lower left-hand corner of the sign that must correspond with the area number on the permit.
- C. A permit does not authorize parking a motor vehicle or letting it stand when or where the stopping, standing, or parking of motor vehicles is prohibited or set aside for specified types of vehicles, nor does it exempt the holder from observing any traffic regulation other than the specified hourly limit. All parkers, including holders of Residential Parking Permits, must abide by the following:
 1. **Alternate Side Parking and Snow Emergency Zones:** Permit holders are subject to all emergency or winter parking regulations that may be in effect. Alternate side parking and emergency snow zone regulations are in effect from November 15 to March 15. Rules which govern alternate side parking and snow emergency zones will be announced through the media (newspaper, radio and television) prior to and during the snow season. It will be the responsibility of the permit holder to make themselves aware of the rules and regulations pertaining to their parking area. For additional information about emergency snow zones and alternate side parking, call the City of Madison Snow Emergency Hotline at 261-9111.
 2. **Vehicle Storage:** A motor vehicle cannot be parked on a City street for more than 48 consecutive hours. A vehicle which has been parked for 48 consecutive hours in one parking space must be moved to another parking space.
 3. **Parking Meter Regulations:** Residential parking permits are not valid at any parking meters. Parking meter fees and time limitations are in effect regardless of whether or not the parked vehicle has a residential parking permit displayed.

REPLACEMENT PERMITS

- A. **Permit is valid ONLY for the address, vehicle and license plate for which the permit was issued.**
- B. If you **move** to another address or extend your lease, **change vehicles, change license plates** (incl. temporary plates) on your vehicle, **sell** or **junk your vehicle, replace windshield**, or need a replacement **for any reason**: the permit **may not** be transferred, and you **must get a replacement permit** to remain in the residential parking program.
 1. The original permit (all or part of it) **must** be removed from the vehicle **and returned** to the Madison Parking Division at the time you request a replacement permit. A replacement permit may be obtained **only if all or part of the original permit is produced when a replacement is requested** or theft of the vehicle is demonstrated to the satisfaction of the City Traffic Engineer & Parking Manager or his/her designee. A replacement permit costs \$11.00.
 2. **Transfer to Another Vehicle is Prohibited:** A permit is to be displayed **only** on the vehicle described on the *Application for Daytime Residential Parking Permit* form. Transfer of a permit to a vehicle other than that described on this form is illegal.
 3. **To Obtain a Replacement Permit:** Bring your original permit, current vehicle registration, State ID or Driver's License, and proof of your address (if there has been an address change), to the City of Madison Parking Division office, between 8:00 a.m. and 4:00 p.m., Monday-Friday to apply for a replacement permit.
- C. If you move to an address outside the residential permit program area, you must mail the permit to the City Parking Division. Be sure to include your name and license plate number with your permit.
Failure to return the permit may result in permit revocation and/or a one-year sanction on new permits being issued.
- D. **Remove All Expired Residential Parking Permits.** Failure to remove an expired residential parking permit from your vehicle is a violation of the Madison General Ordinances and can result in a citation.

FALSE REPRESENTATIONS PUNISHABLE BY LAW

Any person who falsely represents him/herself as being eligible for a residential parking permit or who furnishes any false information in the application to the City Traffic Engineer & Parking Manager or his/her designee in order to obtain a residential parking permit shall be in violation of this regulation. False representation shall be punished by citations, permit revocation, and/or one-year sanctions against a new permit being issued.

Penalties: Violations of this regulation are punishable by law. Citations may be issued for up to \$200 per day of violation plus costs.

Revocations: The City Traffic Engineer & Parking Manager or his/her designee is authorized and directed to revoke the residential parking permit of any permittee found to be in violation of this regulation; and upon written notification thereof, the permittee shall surrender such permit to the City Traffic Engineer & Parking Manager or his/her designee. Failure to return a revoked permit shall constitute a violation of this regulation and will result in one or more citations being issued.

REFUNDS

The \$42 residential permit fee is not refundable.