

City of Fort Collins Permit Rules and Information:

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Parking Structure 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.

1. ___ SAFETY FIRST!

- The 10 MPH speed limit in the parking garage is strictly monitored. Your permit may be suspended for violation of the speed limit.

2. ___ PERMIT INFORMATION: *NOTE: Rates are subject to change. Check with the office 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.
- You can park your vehicle in any space that applies to your permit type (Covered/Roof) and does not have official signs or markings that prohibit parking.

3. ___ 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 waitlist. 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 structure.
- The permit holder may only have one vehicle in the structure at a time, if multiple vehicles are in the structure, a citation will be issued.
- A permit cannot be purchased or renewed if there are any unpaid parking citations associated with the vehicle.
- Park your vehicle headfirst into the stall.
- The purchase of your permit does not cover certain Special Events that have a fee associated. That fee will be due if you enter the structure on those days.
- No smoking is allowed anywhere within the structure.
- No vehicles longer than 19'5" or exceeding 7'6" in height for FAPS, 7' for CCPS, and 6'7" for OTPS
- Purchase of a permit does not guarantee a space will be available. While a space will be available most of the time, due to unexpected events or situations, the structure may be full and permit holders will need to find another location to park.
- Failure to follow the rules governing the use of your permit may result in your permit being suspended for up to one (1) year. You may appeal any suspension of your permit to the Transport 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. 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.

4. ___ 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 structure, you may be issued a citation.

5. ___ 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.

6. ___ LIABILITY

- You are responsible for your vehicle, yourself and any occupants of your vehicle.
- The City of Fort Collins, Bohemian Companies, and the Downtown Development Authority 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 structure. Your signature below is your waiver of any claims against said entities. City employees are not authorized to change these terms.

7. ___ 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 at www.fcgov.com/parking, by phone (970) 221-6617 or by visiting one of our offices: 215 N Mason Street; CSU Lory Student Center – Transit Center; or South Transit Center.

8. ___ 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.

I confirm that I have read and understand the Parking Structure Rules and Information and agree to comply with the terms and conditions herein. I also understand my permit may be locked, and my parking privileges may be suspended or revoked for violations of the rules and regulations.

I also understand that it is my responsibility to obey the SPEED LIMIT in the parking garage of 10 miles per hour at all times, failure to do so may result in a suspension of my permit.

Residential Parking Permit Rules and Information

- _____ 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 I must provide proof of residence on my vehicle registration, driver's license, "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 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 my guest hangtags, that they are to only be used once per week/per vehicle, and if they are lost or stolen, a \$10.00 fee will be charged to me for each hangtag.
- _____ 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 revoked.
- I confirm that I have read and understand the Residential Parking Permit Rules and Information, and agree to comply with the terms and conditions herein. I also understand my permit privileges may be revoked and/or suspended for violation of the rules and regulations.**

Surface Lot Rules and Information

1. _____ 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.

2. _____ WHERE TO PARK

During the hours indicated on posted signs, vehicles must be parked in the areas of the lot reserved for permit parking. Permit holders may park in the spaces designated for hourly parking within the lot, after the signed permit hours, on weekends, or if all permit spaces are completely full.

3. _____ 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 my permit is not renewed by the 5th day of the month, my permit will be sold to the next person on the wait list. If I still want a permit, I will be put on a wait list.
- It is my responsibility to lock and secure my 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 the lot, a citation will 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 Transport 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. 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.

4. _____ IF YOU CHANGE YOUR VEHICLE

I must call in my 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, I may be issued a citation.

5. _____ 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 my permit is terminated or revoked for failure to follow the terms and conditions of the permit, any unused full-month, pre-paid fees will be refunded to me.

6. _____ LIABILITY

You are responsible for your vehicle, yourself and any occupants of your vehicle.

The City of Fort Collins nor the Downtown Development Authority 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.

7. _____ 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.

8. _____ 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 at www.fcgov.com/parking, by phone (970) 221-6617 or by coming by our office at Parking Services, the CSU Transit Center or the South Transit Center.
- It is your responsibility to lock and secure your vehicle while in the parking lot.

I confirm that I have read and understand the Surface Lot Rules and Information, and agree to comply with the terms and conditions herein. I also understand that my permit may be locked, and my parking privileges may be suspended or revoked, for violations of the rules and regulations.

Obstruction Permit Rules and Information

RESPONSIBILITY FOR ACCIDENTS: The permittee shall be responsible for all claims and liabilities arising out of work performed pursuant to this permit or arising out of permittee's failure to perform the obligations with respect to maintenance, warning devices or the use and occupancy of any sidewalk, street, or other public place by virtue of this permit. The permittee shall, and by acceptance of this permit agrees to defend, indemnify, save and hold harmless the City, its officers and employees, from and against any and all suits, claims or actions brought by any person for, or on account of, any bodily injuries, disease or illness, or damage to persons and/or property sustained or arising directly out of the conduct of the work performed under the permit, or in consequence of the permittee's failure to perform the obligations with respect to maintenance, warning devices or the use of an occupancy of any sidewalk, street or other public place by virtue of this permit.

INSURANCE: Applicant certifies that liability insurance in the amount of \$1,000,000 that insures the City against any and all losses that may arise from the use of the parking spaces described.

TERM OF PERMIT: This permit is valid for no more than ninety (90) days; it may be renewed for one (1) or more additional ninety-day periods upon written application and payment of the applicable renewal fee.

Permittee shall at all times erect and maintain proper guardrails around the material occupying the street or other public place during the entire period of such occupancy and shall provide walks around said material not less than four (4) feet in width, and shall maintain warning lights at all points of danger and keep and maintain such lights burning all of each and every night during occupancy, to the satisfaction of the City Code standards. Permittee agrees that the obstruction shall not, in the judgment of the City Manager, constitute a nuisance or destroy or impair the use of the property by the public or constitute a traffic hazard

Permit must be placed in window of vehicle for which it was purchased. In case of dumpster, trailer or other vehicle that has no windshield, this permit should be kept on work site or in close proximity. Only vehicles whose presence is required for project will be allowed to use permit. No vehicles parked for personal use or convenience will be allowed to use permit. Any officer of the City of Fort Collins may at any time ask to see permit.

This permit is issued upon the express condition that it shall be subject to revocation by the Director of Planning, Development & Transportation Services, of the City of Fort Collins, upon good cause shown for violation of any of the provisions of Chapter 23, Article III, Section 23-46 to 23-85 of the Code of Ordinances of the City of Fort Collins, or of this permit.

I confirm that I have read and understand all provisions in the City of Fort Collins Municipal Code Section 23 pertaining to Obstruction permits, including, but not limited to, payments of fees, satisfying additional permit conditions, obtaining any additional permits from other departments or agencies, as necessary, placement of barricades, safety devices or other measures that may be required by the City; or any other conditions that may be warranted for safety or to eliminate the possibility of a nuisance or hazardous conditions. I agree to pay all fees, fines, clean-up costs and any other expenses associated with this permit and the use of the spaces described above. I understand that if I fail to comply with any provisions of Section 23 of the municipal code, this permit may be revoked and I may be liable for additional costs.