

**Madison Parking Division**  
**APPLICATION FOR DAYTIME RESIDENTIAL PARKING PERMIT**

(Section 12.138 Madison General Ordinances)

<b>PLEASE PRINT</b>			PHONE AND E-MAIL				
APPLICANT'S NAME			Daytime Phone Number		Home Phone Number		
Last _____ First _____ Middle Initial _____			E-Mail (optional) _____				
ADDRESS FOR PERMIT    Check one: <input type="checkbox"/> Own <input type="checkbox"/> 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			_____ (608) _____ Telephone	
YOUR OPERATOR/DRIVER'S LICENSE NO.		STATE	ADDRESS ON DRIVER'S LICENSE, IF DIFFERENT FROM ABOVE				
			<input type="checkbox"/> Address on Driver's License is the same as above				
VEHICLE: COLOR		YEAR	MAKE	MODEL			
LICENSE PLATE NO. (If temporary plate use VIN #)		STATE	VEHICLE OWNER'S NAME & RELATIONSHIP IF OTHER THAN SELF*				
ADDRESS ON VEHICLE REGISTRATION (AS FILED WITH THE STATE MOTOR VEHICLE DEPARTMENT) <input type="checkbox"/> Same as above for driver's license							
<b>**Note: An applicant may obtain one permit for a vehicle registered to self, spouse, domestic partner registered with the Madison City Clerk, 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 (e.g., sibling). An applicant can receive additional permits only if all vehicles are registered to self, spouse or domestic partner and registered at the location for which a permit is sought.</b>							
DO YOU WANT A RENEWAL NOTICE SENT TO THE ABOVE ADDRESS BY MAIL? <input type="checkbox"/> Yes <input type="checkbox"/> No (Renewal notices are mailed on July 1 and will not be forwarded)							
<b>"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."</b>							
<b>SIGNATURE**</b>						<b>DATE</b>	
<b>**Note: If you are submitting this as a renewal by mail and there has been an address, vehicle and/or license plate change, you will need to provide proof of such change(s).</b>							
<b>FOR OFFICE USE – DO NOT WRITE BELOW THIS LINE</b>							
<b>DOES APPLICANT HAVE A PERMIT FOR THE CURRENT PERMIT YEAR?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, verify applicant eligibility for permit)							
<b>Proof of Residence Provided:</b>							
<input type="checkbox"/> Residential Lease		<input type="checkbox"/> Driver's License and Vehicle Registration match address					
<input type="checkbox"/> Property Owner (Verified by Assessor's Office)		<input type="checkbox"/> Rental Agent/Property Owner Affidavit					
Date of Documentation: _____							
APPLICATION FILE DATE	EXPIRATION DATE	LEASE EXPIRE	AREA	(Circle) O NO None	FEE \$	INITIALS	PERMIT NO.
<input type="checkbox"/> Tickets Checked <input type="checkbox"/> Registration Checked <input type="checkbox"/> OK to Issue <input type="checkbox"/> Permit issued via mail- Date mailed: _____ <input type="checkbox"/> Problems? (Check all that apply) <input type="checkbox"/> No Check <input type="checkbox"/> Incorrect Amount Enclosed <input type="checkbox"/> Needs Lease <input type="checkbox"/> Lease Not Signed (Landlord/Applicant) <input type="checkbox"/> Tickets <input type="checkbox"/> Vehicle Registered to Different Address <input type="checkbox"/> Other (Specify) _____				<b>REVOCACTION/SURRENDERS (Circle One) [R] [S]</b> Date Revoked/Surrendered: _____ Permit returned? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: <input type="checkbox"/> Moved <input type="checkbox"/> Other (specify) _____ Initials _____ For Revocations: Ineligible for One Year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
DATE	COMMENTS						

## RESIDENTIAL PARKING PERMIT CONDITIONS PER MADISON GENERAL ORDINANCES, INCLUDING SECTION 12.138:

### LIMITATIONS OF PERMIT

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.

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 a.m. to 6 p.m. 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.

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:

- ✓ **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. Leaflets explaining these restrictions will be available at the Madison Parking Division and Madison Police Department offices. 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.
- ✓ **VEHICLE STORAGE:** A motor vehicle cannot be parked on a City street for more than 48 hours. A vehicle which has been parked for 48 hours in one location must be moved to another street or another block.
- ✓ **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.

### PERMIT IS VALID ONLY FOR ADDRESS, VEHICLE AND LICENSE PLATE FOR WHICH THE PERMIT WAS ISSUED:

- ✓ **TRANSFER TO ANOTHER VEHICLE 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.
- ✓ **IF YOU CHANGE LICENSE PLATES ON YOUR VEHICLE,** you must get a replacement permit showing the new license plate number. **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 costs \$5.00.
- ✓ **IF YOU SELL OR JUNK YOUR VEHICLE, the original permit must be removed from the vehicle and returned to the Madison Parking Division.** If you wish to have a replacement permit issued for another vehicle, you must (1) **produce all or part of the original permit** at the time the replacement is applied for, and (2) bring in the vehicle registration form for the new vehicle. A replacement permit costs \$5.00.
- ✓ **IF YOU MOVE TO ANOTHER ADDRESS:** (1) Change your vehicle registration to your new address by calling the State Motor Vehicle Division at 266-1466. (2) Bring proof of your new address (e.g., signed lease agreement), your vehicle registration, **and your original permit** to the City Parking Division office, 215 Martin Luther King, Jr., Boulevard, Suite 100, between 7:30 a.m. and 4:15 p.m., Monday-Friday to apply for a replacement permit. A replacement permit costs \$5.00.
- ✓ **IF YOU MOVE TO AN ADDRESS OUTSIDE THE RESIDENTIAL PERMIT PROGRAM AREA, YOU MUST RETURN THE PERMIT TO CITY PARKING DIVISION, P O BOX 2986, 215 MARTIN LUTHER KING JR BLVD, MADISON WI 53701-2986.** 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.
- ✓ **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.

### REPLACEMENT PERMITS

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. The price of a replacement permit is \$5.00.

### 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

Permit fees are not refundable.