



Parking Operations

Monthly Parking Permit Policy

- **PARKING METER ZONE PERMITS**

- 1) A \$20.00 nonrefundable permit fee is required at the time of application. If permit is lost, an additional \$50.00 fee will be charged to replace it. If a permit is stolen, a police report will be needed and \$20.00 fee will be charge to replace it. There is no charge to replace a permit that is badly worn as a result of normal use but it must be returned at the time of replacement.
- 2) Hang Tags are valid only at parking meters and only for designated zones (A, B, C or D) (map available upon request.) Zone A permits are not valid in Zone B, Zone C or Zone D and vice-versa. Permits are non-transferable.
- 3) Meters are available on a first-come, first-served basis. Having a meter permit does not guarantee a parking space, but allows the permit holder to park in any available parking space within the authorized zone.
- 4) Hang Tag permits are not valid at 1 hour parking meters (i.e., directly in front of the post office) or on streets where the 2-hour parking time limit is enforced.
- 5) Persons must register each vehicle that will display a meter window permit.

- **PARKING LOT/GARAGE MONTHLY PARKING PERMITS**

Space Assignment

- A. A monthly parking permit allows the holder to occupy one standard-size parking stall. Oversized vehicles and those pulling trailers that occupy more than one parking stall will be charged the normal daily fee for the additional space occupied, unless prior arrangements have been made with the Parking Division.
- B. All monthly parking spaces are unassigned with the exception of 25 reserved spaces at the Sandoval Parking Garage. All unassigned spaces are on a first-come, first-park basis. During the summer tourist season parking is at its highest demand between the hours of 10:00 a.m. and 3:00 p.m. During this time every effort will be made to hold spaces if vehicles leave the facility/lot for lunch, errands, etc., but there is no guarantee that a space will be available upon arrival. During special events such as Spanish Market, Indian Market and Fiestas, Parking Operations Division cannot guarantee available spaces in the lots or garage beyond 10:00 a.m.

Should the parking garage or lot be full, a "lot full" slip will be issued by the parking attendant for the driver to park at the nearest available municipal parking lot or parking meter on a space-available basis. The "lot

full" slip must be displayed in the lower left corner (driver's side) of the front windshield facing out at all times. These slips will only be valid on the date they are issued.

- C. A parking stall may not be used as a storage or repair area. Vehicles that are non-operative, under repair, or being stored must be removed from the garage or lot. Any vehicle not removed within 24 hours will be impounded.

Types of Products

- A. **Window permits** will be issued on a one-time basis only and must be displayed at all times in the lower left corner of the front windshield facing out. They are valid only at the garage or lot designated on the front of the permit. All permits are numbered and must correspond with the license number of the vehicle to which it was assigned.
- B. Commercial business accounts that hold two or more monthly parking permits are required to submit a user name and vehicle description for each permit (on the application). **Each permit used requires payment for a full month, even if the business does not require parking every day. (Note: The vehicle must be currently registered and all citations must be paid in full.)**

Key cards will be issued to all monthly parking patrons who park at the Sandoval Parking Garage or the Water Street parking lot. The key card controls entry to and exit from the parking garage or lot. If a key card is lost or stolen, it is the responsibility of the user to report the loss to the Parking Operations Permit Coordinator, 955-6667, as soon as possible.

CAUTION: The key card may not be used by more than one vehicle per entry or exit. If, at any time, the key-card holder is observed using the key card for more than one vehicle in a given period of time, the permit will be revoked. All key-card holders are required to display a valid parking permit in conjunction with the use of a key card when entering or exiting the Water Street parking lot or Sandoval Street Garage.

Parkers who display a window permit and take a ticket upon entering the garage or lot instead of using the key card will be responsible for the regular daily fee upon exiting. ABSOLUTELY NO EXCEPTIONS!

Parking Meters	Zones A, B, C and D	\$ 60.00+tax
SF Convention Center (Lot 4)		
Railyard Garage (Lot 10)		
Sandoval Garage (Lot 3)	6:00 a.m. to 11:00 p.m. Mon –Sat.	\$ 65.00 (unassigned, regular use)
	7:00 a.m. to 11:00 p.m. Sunday	\$ 75.00 (unassigned, 24-hour use)
		\$145.00 + tax (reserved)
St. Francis School (Lot 2)	7:00 a.m. to 5:00 p.m.	\$ 45.00
Archdiocese (Lot 9)	7:00 a.m. to 5:00 p.m.	\$ 45.00

* The rates and hours are subject to change without notice.

** There will be a 5% GRT added to each permit.

+ A one-time fee of \$40 will be charged to cover administrative and signage costs for the reserved space.

- A. Permits will not be issued for periods of less than one month, with the exception of first-time applicants. First-time applicants who apply for a monthly permit after the 15th of the month may receive a pro-rate of no

less than one-half the normal monthly fee. Permits will not be renewed if vehicle is not registered and has outstanding citations.

- B. A \$20.00 + tax nonrefundable permit fee and a \$20.00+tax key card fee is required at the time of application.
- C. Should a key card or window permit become lost a \$50.00 replacement fee will be required for each item. Should a key card or window permit become stolen a police report will be needed and a \$20.00 replacement fee will be charged.

Payment

- A. Payment for a monthly parking permit is due no later than the 15th day of the month. To ensure that the account is credited properly, please:
 - 1. Submit check with the billing invoice, or include account number, permit number and key card number;
 - 2. Make check payable to: City of Santa Fe Parking Operations Division
P. O. Box 909
Santa Fe, NM 87504-0909
- B. Advance payment may be made, however, this does not ensure against the loss of a parking space.
- C. Monthly permit holders who fail to make a timely payment will be notified of non-payment. **Failure to respond to the notification will result in immediate cancellation of the permit.**
- D. Payment by check may be given to the uniformed parking attendant on duty. **Cash cannot be accepted.**

Permit Cancellation

- A. The City of Santa Fe must receive a 30 day written notification of permit cancellation. Please include permit number, key card number and date parking will cease. The key card or window permit must be returned on the date specified.
- B. The City of Santa Fe Parking Operations Division reserves the right to cancel any monthly parking permit upon 30 days written notice.
- C. Hang Tag permits cannot be duplicated. If it is determined that the permit has been duplicated it will be revoked. **No refund will be given if permit is revoked.**
- D. Individuals who have paid one full month in advance and who wish to cancel their permit will receive a refund for the month that was paid. **No refund will be given for any amount that is less than one full month.**

All Hang Tags and key cards remain the sole property of the City of Santa Fe Parking Operations Division. As a holder of a monthly parking permit or key card, you are liable for payment of all fees due and all products returned to this division in satisfactory condition upon demand or voluntary permit cancellation.

The City of Santa Fe assumes no responsibility whatsoever for damage or loss to vehicles or its contents. All vehicles parked at permit holder's risk. ALWAYS LOCK YOUR VEHICLE!

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