



CITY OF SANTA FE
PARKING DIVISION

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PARKING PERMIT POLICIES

www.santafenm.gov/parking

Listed below is parking permit information and policies:

Types of Parking Permits:

- Residential Parking Program - (RPP) Permits
- Parking Lot / Garage Permits
- Loading Zone Permits
- Special Event Permits

Parking Permit Fees:

- Permit Application Fee - **\$21.00 includes tax**
- Zone Permit Monthly Fee* - **\$131.25 includes tax**
- Parking Garage / Lot Monthly Fee* - **\$68.25 includes tax**
- Garage Employer Paid Permit (DEPP)/Monthly Fee* - **\$25.00 includes tax**
- Loading Zones - Within City of Santa Fe Limits* - **\$84.00 includes tax**
- Loading Zones – Outside City of Santa Fe Limits* - **\$99.75 includes tax**
- Replacement Permit Fee* - **\$52.50 includes tax**
- Replacement Access Card Fee* - **\$52.50 includes tax**

* Rates and hours of operation are subject to change without notice.

• On Street Parking Zone Permits

- Permits are in the form of stickers affixed to the bumper. Each location has been color coded. Specific Zone permits are valid in that specific Zone only. As an example, a Zone B permit cannot be used at a Zone D location. Vehicles parked outside of an assigned Zone are subject to zone violation enforcement.
- Parking Meter permits are valid at meters which are designated at the following zones:

- Zone A
- Zone B
- Zone C
- Zone D

Note: Zone Maps are available upon request

- A \$21.00 non-refundable application processing fee is required when submitting an application.
 - If a permit is lost, a \$52.50 (tax included) fee will be charged to replace it.
 - If a permit is stolen, a copy of the Police Report will be needed along with a \$21.00 (tax included) processing fee to replace it.
 - In the event that a replacement permit is needed (i.e. a new vehicle or new employee takes over ownership) it will be replaced upon return of the original permit (whole or damaged) at no charge.
- Meter parking permits are valid at 1-hour and 2-hour parking meters.
- An additional meter parking permit requires a new application, and a monthly permit fee will be assessed and added to the existing account.

- **Parking Lot / Garage Permits:**

- A monthly Garage or Lot 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.
- Monthly parking spaces are unassigned and available on a first-come, first-served basis. Monthly parking permit holders have in and out privileges; however, a space is not guaranteed upon return.

- Note: During special events such as Spanish Market, Indian Market, Fiestas, etc. spaces in lots or garages may not be available after 10:00 a.m.

- A Lot or Garage parking permit may not be used to store vehicles beyond twenty four (24) hours in any parking Lot or Garage. Vehicles stored beyond twenty-four (24) hours will be cited and towed at owner's expense.
- The Parking Division reserves the right to revoke parking permits at its sole discretion due to unpaid parking violation citations and/or unpaid permit accounts.

- **Policies for the Downtown Employer Paid Permit (DEPP)**

- DEPP is a 1-year pilot program from January 2024 until December 2024
 - If the employee leaves, the employer must return the permit so the next business on the wait list (if any) can purchase it.
 - Permits must be renewed annually. Response to survey questions required for renewal.
- **Official City Business Permits Policy:**
 - City employees should park in city garages or lots near their workplace and not request an Official City Business (OCB) Permit for this use.
 - City Councilors send their applications directly to the Parking Division and no justification memo or approvals are required.
 - For employees who need to travel to metered street parking, to perform job duties on a regular basis, an Official City Business (OCB) permit may be appropriate. Applicants must demonstrate the need to travel to metered spaces for city business on a monthly basis at a minimum.
 - To request an OCB permit, a memo of justification from the applicant's department director should be sent to the City Manager. If approved by the City Manager, the Parking Permit Application should be completed and submitted with the CM Approval to the Parking Division: parkingpermits@santafenm.gov
 - OCBs must be renewed and approved by the City Manager annually. OCB Permits are for use only by the assigned permit holder and shall not to be used for personal reasons.
- **Access Cards:**
 - Facility Access Cards will be issued to all monthly permit holders in good standing for the following facilities: Convention Center Parking Garage, Sandoval Parking Garage and Railyard Parking Garage.
 - The Access Card permits entry and exit from any authorized parking garage.
 - Lost or stolen Access Card/s has to be immediately reported to the Parking Division by calling (505) 955-6778.

- An access card permits one vehicle to enter a parking facility at any one time and the access card cannot be used again to enter the facility until the access card has been first used to exit the parking facility. Access cards are Not Transferable.
- Violation/s of the parking access card regulations will result in the revocation of the parking permit and access card.

- **Loading Zone Permits:**

- A \$21.00 non-refundable application processing fee is required when submitting an application for a loading zone permit.
 - If a permit is lost, a \$52.50 (tax included) fee will be charged to replace it.
 - If a permit is stolen, a copy of the Police Report will be needed along with a \$21.00 (tax included) processing fee to replace it.
- If you have more than one (1) vehicle utilizing an approved loading zone permit, all vehicle information including license plate number/s must be listed on the application.
- If you need to add an additional vehicle to your permit, please complete an online permit update application form at the Parking Division website:
www.santafenm.gov/parking
- Loading Zone Permit **MUST** be displayed from the vehicles rearview mirror with Loading Zone and year information -facing towards the front of the vehicle.

- **Payments:**

- Permit Payments shall be paid in advance and are due no later than the 1st of the month. A \$10 late payment fee will be added to the monthly fee total if payment is received after the 10th of the month.

To ensure that the account is credited properly, please - write the account number and invoice month on the check in the “memo” field of the check.

- Make checks payable to:

City of Santa Fe Parking Division

P. O. Box 909

Santa Fe, NM 87504-0909

⊖ Payments can also be made over the phone using a visa, master card and / or discover card by calling the Parking Division at 505-955-6581.

▪ **Cancellation of Permit / Access Card:**

- The City of Santa Fe Parking Division must receive a 30 day written notification of request of cancellation with the following information:
 - Permit Number
 - Access Card Number
 - Effective Date of Cancellation
- Access card/permit has to be returned to the Parking Division office by the cancellation effective date. ▸
- If access card/permit is not returned by the cancellation effective date, fee for the following month will be charged and added to the account.
- The City of Santa Fe Parking Division reserves the right to cancel an access card/parking permit at any time by written notice of cancellation.
- Duplication or alteration of a permit is strictly prohibited. If it is determined that a permit has been duplicated or altered, the permit will be automatically revoked instantly. Revoked parking permits are not eligible for refund of fees paid.
- Parking Permit fees can be prorated, if permit is turned in on or before the 15th of the month, we will only charge for half the month.

- **All parking permits and Access Cards remain the sole property of the City of Santa Fe Parking Division.**
- **As a parking permit holder in good standing, you are responsible for timely payment of permit fees when due. Permit accessories, such as access card, provided by the Parking Division shall be returned in satisfactory condition upon demand or upon voluntary permit cancellation.**
- **The parking permit authorizes one vehicle to be parked for up to twenty four (24) hours in a pre-approved parking facility. The City of Santa Fe expressly neither assumes liability nor implies in any form or manner that the vehicle is protected from any damage or loss while**

parked in any of the City's parking facilities. The vehicle owner solely assumes all liability and is responsible for any and all damage or loss to the vehicle or contents of the vehicle while vehicle is parked in any of the City's parking facilities.

- Vehicles are parked in City's parking facilities at vehicle owners' risk and no bailment is created.

- ALWAYS LOCK YOUR VEHICLE and DO NOT LEAVE VALUABLES IN PLAIN VIEW!