

500 Market Street  
Suite 200  
Santa Fe, NM 87507



Office: (505) 955-6581  
Fax: (505) 955-6430

## PARKING PERMITS

Listed below is parking permit information and permit policies:

### Types of Parking Permits:

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

### Parking Permit Fees:

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

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

### - Parking Zone Permits

- o Each Zone 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. .
- o Parking Meter permits are valid at meters which are designated at the following zones:
  - Zone A
  - Zone B
  - Zone C
  - Zone D
  - Railyard SurfaceNote: Zone Maps are available upon request
- o 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. 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 NOT valid at 1 hour and 2 hour parking meters. Meter Time limits are enforced.
  - 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, unless prior arrangements have been made with the Parking Division.
  - 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 permit/s at its sole discretion due to unpaid parking violation citations and/or violation of any parking regulations.
- **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, Water Street Parking Lot and Railyard Parking Garage.
  - The Access Card permits entry and exit from any authorized parking garage or lot.
  - Lost or stolen Access Card/s has to be immediately reported to the Parking Division by calling (505)955-6581.
- **Note:**
  - 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](http://www.santafenm.gov/parking)
- Loading Zone Permit **MUST** be displayed from the vehicles rearview mirror with information face of the permit facing towards the front of the vehicle.

- **Payments:**

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

To ensure that the account is credited properly, please write the billing invoice number and account number 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 cancellation request for any permit / access card.
- You can download a cancellation form at: [http://www.santafenm.gov/apply\\_for\\_a\\_parking\\_permit](http://www.santafenm.gov/apply_for_a_parking_permit) and email to: [parkingpermits@ci.santa-fe.nm.us](mailto:parkingpermits@ci.santa-fe.nm.us).
- 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 are not prorated and therefore are charged as a total monthly fee.
- Cancelled permits will not be eligible for a refund if notice of cancellation is less than 30 days.

▪ **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 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!**