

PARKING PERMITS STANDARD OPERATING PROCEDURE 2020



- Parking permit does not guarantee a parking space
- Inoperable or abandoned vehicles are subject to towing at the owner's expense
- Permit holders are responsible for adhering to the SOP
- Permit holders are encouraged to park away from the alley/back entrances to businesses allowing customers and visitors to the downtown the closest spots

Parking permit term:

- Parking permit is valid for 6 months, January to June and July to December.
- At start of term, permit must be on vehicles on **Jan 1st or Jul 1st** and **NOT** earlier

Fee schedule:

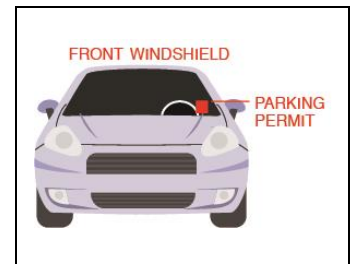
- Permit fee per 6 mos. term:
\$216 – 300E, 300W, 400E, 500E, 500W and 600W
\$120 – 200E Main, RPA Garage (Roosevelt Park Apartments), Longs Peak Ave./Main St.
For lot sites, visit <https://www.downtownlongmont.com/explore/parking-information>
- Permit fee is prorated when purchased after the start of term
- Payments accepted: Visa or MasterCard, company check, money order or cash
- Pay with CC by phone at 303-651-8545, mail check or stop in at the LDDA offices at 528 Main St. A static-cling parking permit will be provided after payment.
- To cancel parking permit, return the sticker to the office for a refund
- Lost permit can be replaced for \$25

Permit INFO Requirements:

- Customer Parking Info Form will need to be filled out for new parking permits or changes to vehicle information - 1) **License Plate #**, 2) **Vehicle Make**, and 3) **Model**. Email form to: emelie.torres@longmontcolorado.gov
- Parking permit is NOT valid unless vehicle is registered under the permit # with the LDDA

Permit Placement:

- Permit must be displayed on the FRONT WINDSHIELD, DRIVER'S SIDE -- lower left hand corner and above tinted area
- Reproduction of original permit is prohibited and will result in forfeiture of parking permit
- **IMPORTANT NOTICE FROM PERMIT MANUFACTURER:** In order for the static cling permit material to stick correctly to windows, vehicle's interior must be at ROOM TEMPERATURE before applying.



Lot designation:

- Parking permit must be in the vehicle at all times and are valid only in the **lot specified**
- One permit = 1 parking space

Permit sharing:

- One permit can be shared by up to 4 vehicles. All vehicles must be registered under the permit # with the LDDA. Parking permit is static cling and transferable. Parking permit is NOT valid unless vehicle is registered under the permit # with the LDDA.
- Only one vehicle with the permit sticker can park in the lot over the time limit. If other vehicles sharing the permit are parked in the lot over the time limit, all vehicles including the one with permit may receive citations. The LPR does not recognize/distinguish which vehicle bears the permit at that time.

Parking Enforcement is a function of the City of Longmont. Vehicles are monitored through parking stickers and LPR (License Plate Recognition).

What to do when you receive a parking violation ticket:

All issues relating to citations should be addressed to the **Parking Enforcement Office** at 303-651-8658 or 303-774-4724 or parking.enforcement@longmontcolorado.gov.