

# 2016-2017 PARKING PERMIT APPLICATION



To receive a parking permit, submit a completed application along with payment.

Parking User Type	Annual Fee	Permits Issued After 12/31
Crew – Signatory Carrier	\$ 120.00	\$ 60.00
Crew - Non-Signatory Carrier	\$ 240.00	\$ 120.00
Tenant / Employee ( <b>Cash only</b> )	\$ 5.00 / per sticker	\$ 5.00 / per sticker

FLIGHT CREW
  EMPLOYEE
  SOUTH MANAGER LOT

LAST Name		FIRST Name	
Street Address			
City	State	Zip Code	Telephone
Company / Organization		Hire Date	
Position / Title		Email Address	
Vehicle Owner Name and Address: <input type="checkbox"/> Same as above			Check here if you would like to receive the DCRA E-Newsletter

Vehicle #1			
Year	Make	Model	
Color	License Plate Number	State	Office Use Entered

Vehicle #2			
Year	Make	Model	
Color	License Plate Number	State	Office Use Entered

*I have read and understand the parking regulations. I agree to abide by these regulations and understand that a violation of one or more of these regulations may result in ticketing, towing and/or loss of my parking privileges.*

Applicant Signature	Date
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Manager Authorization (Not Applicable for South Manager or Flight Crew Parking)		
Manager Signature	Title	Date

Office Use Only				
Vehicle #1 Sticker Number	Expiration 6/30/2017	Vehicle #2 Sticker Number	Expiration 6/30/2017	Access Badge #
Issued by	Date	Issued by	Date	Temporary Badge #

Fees (check one):  Signatory Carrier  Non-Signatory Carrier  Tenant / Employee

Amount Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card ( <i>crew only</i> ) <input type="checkbox"/> Invoice <input type="checkbox"/> Check                 Check No.: _____
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# Parking Regulations



1. An individual may not park in any permit parking lot (Employee, Crew or Manager Lot), regardless of that individual's employment status, until:
  - A) this form is completed fully and accurately, and
  - B) an issued permit is permanently affixed to the stated vehicle in the proper location.
2. The annual fees for parking are listed on the front page. The annual permit period runs from July 1 of the present year through June 30 of the following year. Parking permit fees are subject to annual review and adjustment by DCRA.
3. Access badges are for Permit Holder use only. Unauthorized use is prohibited and may result in ticketing and revocation of the parking permit and access badge.
4. Permit Holders who park in DCRA public parking facilities shall pay the standard parking rate.
5. A maximum of two (2) permits may be issued to any one Permit Holder. A Permit Holder may park only one (1) vehicle in the employee lot at any one time.
6. Parking permits are not transferable to another vehicle.
7. Only one (1) access badge, if applicable, will be issued per Permit Holder, regardless of the number of vehicles registered under a permit.
8. Temporary parking permits may be issued for a period not to exceed five (5) days. Temporary permits may be obtained Monday – Friday (except holidays), from 8:00 a.m. to 4:00 p.m. in the Airport Administration Office.
9. Parking stickers shall be affixed in the following manner:

Autos / Trucks / Vans:	Affix sticker with the self-sticking adhesive to the backside of the interior rearview mirror. Sticker must be visible through the vehicle windshield from the outside.
Motorcycles / All Other	Affix sticker with the self-sticking adhesive to the left front fork or front fender.
Motorized Cycles:	Any other sticker location must be approved by the Airport Parking Manager.
10. All permitted vehicles, with the exception of bicycles, must be parked in its assigned permit parking lot (Employee, Crew or Manager Lot – see page 1). Daily (long term) parking in the airport ramp and surface parking lots is available, subject to parking fees. Employee bicycles may only be parked in the bicycle rack located in the parking ramp. Motorized cycles or mopeds may not be parked in the bicycle rack and are subject to the same restrictions as other employee vehicles.
11. Vehicles with expired parking authorization, or unauthorized or improperly parked vehicles are subject to ticketing, towing, and/or permit revocation.
12. Permit parking lots are not intended for the storage of vehicles. A Permit Holder may utilize his or her assigned permit parking lot only when working or when the Permit Holder is on vacation originating at the Dane County Regional Airport.
13. Access badges must be returned to Dane County Regional Airport upon termination of employment. There is a \$40.00 charge for the issuance of a replacement badge.