

2019-2020 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 (Cash only)	\$ 5.00 per permit	\$ 5.00 per permit

- 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		<input type="checkbox"/> 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 received, 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
----------------------------	------

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

Office Use Only				
Vehicle #1 Permit Number	Expiration 6/30/2020	Vehicle #2 Permit Number	Expiration 6/30/2020	Access Badge #
Issued by	Date	Issued by	Date	Temporary Badge #

Fees (check one):	<input type="checkbox"/> Signatory Carrier <input type="checkbox"/> Non-Signatory Carrier <input type="checkbox"/> 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.: _____			

Parking Regulations (All Permit Types)



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 accurately
 - B) an issued permit is affixed to the stated vehicle in the proper location.
2. 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, cards, or fobs are for Permit Holder use only. Unauthorized use is prohibited and may result in ticketing or revocation of the parking permit.
4. Permit Holders choosing to park in DCRA public parking facilities shall pay the posted parking rate.
5. A maximum of two (2) permits may be issued to any one Permit Holder. A Permit Holder may park one (1) vehicle in the employee lot at any time.
6. Parking permits are not transferable to another vehicle.
7. Only one (1) access badge, card, or fob, if applicable, will be issued per Permit Holder, regardless of the number of registered vehicles.
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. Please call 608-246-3380 ext. 1200 to contact Airport Administration or 608-246-3394 to contact the Parking Manager.
9. Parking permits shall be affixed in the following manner:

Autos / Trucks / Vans: Affix permit with the self-sticking adhesive to the backside of the interior rearview mirror.
Permit must be visible through the vehicle windshield from the outside.
10. Employee bicycles may only be parked in the bicycle rack located in the Hourly public parking area. 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. The Employee Parking and Manager Lots may not be used 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, cards, and fobs 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, card, or fob.

Additional Regulations - Crew Members

1. Crew Members may not park in the areas designated for Terminal Employees.

Additional Regulations - Managers

1. Each tenant company may be assigned up to three (3) Manager Lot parking spaces.
2. Only supervisory or managerial employees are eligible to apply for Manager Lot parking.
3. The general manager of the terminal building tenant company must authorize any applications for Manager Lot permit parking.