



October 15, 2007

Dear Residential Parking Permit holder:

Your Residential Parking Permit(s) will expire on November 15, 2007. To renew your parking permit(s), please follow the directions detailed on the enclosed permit application.

Please keep in mind the following Residential Parking Permit eligibility requirements:

1. You must live within a Residential Parking Permit zone.
2. You must attach a photocopy of current **proof of residency** (see application for examples).
3. You must attach a photocopy of current **vehicle registration(s)**.
4. Return your application in person at 540 East Main Street, Monday-Friday between 8:30am and 5:00pm. Or you may submit via mail at: City of Aspen, Parking and Transportation Dept., 130 South Galena Street, Aspen, CO 81611.

We are pleased to provide you with your first two residential permits free of charge. Fees for those with more than two vehicles are detailed on the enclosed application. Please note that a limit of five permits per residence is in effect. These measures are in place to protect the character of your neighborhood.

Please review the information on this application form and call the Transportation & Parking Department at (970) 920-5267 if you have any questions. We hope you enjoy the fall season and we look forward to serving you in the year ahead.

Sincerely,

*Tim Ware*

Timothy B. Ware  
Director of Parking

**Please Read Carefully**

- Guest permits may only be used at your home address with the exception of commercial core residents who should call (970) 920-5267 for alternatives.
- Permits do not exempt vehicles from other parking regulations including 72-hour parking limit, no parking from 3am – 7am, fire zone, snow removal, etc.
- A \$25 replacement fee will be assessed for any lost, misplaced or stolen permits.
- The residential metered parking proposal currently under discussion with City Council will not impact 2007 residential permit holders.



# RESIDENTIAL PARKING PERMIT APPLICATION AND RENEWAL FORM

## TO RECEIVE A RESIDENTIAL PERMIT

1. Complete this application.
2. Attach a copy of current vehicle registration(s) and proof of residency within a residential parking zone (driver's license, utility bill, property tax receipt, lease, voter registration card). We reserve the right to require additional documentation.
3. Vehicles must be registered in Pitkin County and registered at your current address.
4. All outstanding tickets must be paid before permits will be issued.
5. Sign this application and return it along with appropriate fees (see below). By mail: City of Aspen, Transportation & Parking Dept., 130 South Galena, Aspen, CO 81611. In person: 540 East Main Street, Monday-Friday, 8:30am-5:00pm.

**APPLICATION** – Complete this application. If you have received residential permits for two consecutive years without any changes to your personal information, you need only complete the name and address portions.

Please print legibly, or the application process may be delayed.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Local Address\* \_\_\_\_\_

*\*You must reside at this address to receive a permit. Your guest permit is only valid at your local address.*

Mailing Address \_\_\_\_\_

License # of 1st vehicle \_\_\_\_\_ License # of 2nd vehicle \_\_\_\_\_

License # of 3rd vehicle\* \_\_\_\_\_ License # of 4th vehicle\* \_\_\_\_\_

License # of 5th vehicle\* \_\_\_\_\_ *\*See FEES below*

**SIGNATURE** – In accordance with Ordinance 30 (series of 1994), I will affix the Residential Permit(s) issued to me in the lower left corner of the front vehicle window(s). I will retain possession of the Guest Permit and will issue it only to my guests while they are ACTUALLY visiting my registered address. I understand that permits, with exception of Residential Guest permits, shall not be transferred and may be revoked in the event that the owner of the vehicle or vehicle itself for which a permit has been issued no longer meets eligibility requirements. At such time that I no longer meet eligibility requirements, I will surrender such permit(s) to the Transportation & Parking Department. I understand that unauthorized use of permit(s) can result in a \$100 fine and/or revocation of permit privileges. A replacement fee of \$25 will be required for any lost, misplaced and stolen permits.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FEES** – Permits are free for the first two vehicles. Additional vehicles require a fee. Maximum of five vehicles per residence. Enclose fees with this application. **3 vehicles = \$25 4 vehicles = \$75 5 vehicles = \$175**

**Office Use Only**

Zone \_\_\_\_\_ Permit #1 \_\_\_\_\_ Permit #2 \_\_\_\_\_ Permit #3 \_\_\_\_\_ Permit #4 \_\_\_\_\_

Permit #5 \_\_\_\_\_ Guest Permit # \_\_\_\_\_ Proof of Residency \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_\_ Mailed \_\_\_\_\_ Walk-in \_\_\_\_\_