APPLICATION FOR PARKING PERMIT

City of Rolla – Finance Dept. (Attn: Parking) 901 North Elm Street, Rolla, MO 65401-0979 Phone: (573) 426-6983 Fax: (573) 368-4160

Email: rollaparking@rollacity.org (Subject: Parking Permit)
Rolla Police Department 573-308-1213

Applicants Address: _____ Street Address City State Zip Daytime Phone: _____ Email: _____ Driver License #: _____ Primary Vehicle Make: Year: Plate: Secondary Vehicle (must be registered to owner of primary vehicle) Make: _____ Model: ____ Year: ____ Plate: ____ Please check all that apply: Student ID: _____ Address: _____ ☐ Student ☐ Downtown Resident ☐ Downtown Employee: **Business Address** ☐ Downtown Employer: Business Address I certify under penalty of perjury that the above statements are true. I understand submitting false information could result in immediate renovation of the parking permit. No refunds or exchanges. ______ Date: _____ Signature: Assigned parking stall number: ______ Lot 3: 145-173 Requested parking area (please circle one): Lot 1: 1-110 Lot 2: 111-144 \$300 \$300 \$150 For Office Use Only 12 month permit _____ Permit # _ ____ Fee: _ ____ Amount Paid: _____ Date Paid _____ Receipt # ____

Permit denied for:

Approved by: _____

PLEASE READ - IMPORTANT

PLEASE MAKE SURE INFORMATION PROVIDED ON PERMIT APPLICATION IS LEGIBLE AND COMPLETE

- Parking stickers should be placed on the lower left back glass or bumper (driver's side) of the vehicle. The vehicle should be pulled forward into the assigned parking space so that the parking sticker is easily visible. NEVER back into the parking space.
- Spaces are accessible 24/7 until the renter no longer wishes to use the assigned parking space.
- One RESERVED parking space in assigned in each parking lot. If your assigned space is occupied by an unknown
 vehicle, park in the reserved space and notify the Rolla Police Department at 573-308-1213 or the Finance office
 so the improperly parked vehicle can be removed.
- If a temporary vehicle is needed, notify the Rolla Police Department at 573-308-1213 <u>and</u> the Finance office as soon as possible. The parking space number, type of vehicle and license plate number needs to be provided in the notification. If the temporary vehicle is being used for less than two (2) weeks, a new parking permit sticker is not needed. Notification is required to avoid citations for being unregistered or towing to remove from the lot.
- A waiting list is available for all parking lots and notification will be given by e-mail or phone when a space becomes available. In the event an individual is unable to be contacted, the individual will be removed from the waiting list. If a parking space is accepted, the application should be completed immediately and the parking sticker picked up within three (3) business days. Failure to complete the process within the allotted time will forfeit the parking space and the individual will be removed from the waiting list.

If you have any questions, please feel free to contact the Finance office.

Thank you,

City of Rolla Finance Department PO Box 979 Rolla, MO 65402 rollaparking@rollacity.org 573-426-6983

