Requirements:

1. To purchase a permit, the applicant must provide the following information:
   - Current vehicle registration and license number of the vehicle.
   - Driver’s license.
   - Home address
   - Day time telephone number
2. To purchase or renew an annual parking permit, all outstanding parking fines must be paid in full.
3. If the vehicle is changed at any time during the year, it is the permit holder’s responsibility to attend to the transfer of the parking sticker by contacting the City of Rolla. If this does not occur and the vehicle is towed, it shall be at the permit holder’s expense.

Billing/Replacement:

1. All parking permits must be paid for through the City of Rolla Finance Department by cash, check, credit card or debit card.
2. Permits will be issued by the City of Rolla Public Works Department on a first come, first served basis. Every effort will be made to accommodate the permit holder’s choice of parking spaces when feasible.
3. Permits will be issued in six month and twelve month increments.
4. A six month permit may be obtained for $120. There are no refunds for this purchase.
5. A twelve month permit may be obtained at a discounted rate of $200. There are no refunds for this purchase.

Renewing/Cancelling/Transferring:

1. Permits must be renewed 30 days in advance. If the permit holder chooses to terminate the permit, all applicable parking stickers must be removed and destroyed.
2. Individual permit holders who are terminating may not transfer their permit to another person without the expressed consent of the City of Rolla.
3. Permit fees more than 30 days past the permit period are considered delinquent and may result in the parking permit being issued to another user.

Space assignment:

1. The City reserves the right of assignment of permitted spaces.
2. Assignments will be made to the first eligible applicant on the appropriate waiting list.

Parking Sticker placement:

1. The permit coincides with a pre-numbered parking space in a specified parking lot. The permit is nontransferable and does not entitle the permit holder to park in any other permitted facility.
2. The permit holder shall receive one parking sticker per permit cycle.
3. The parking sticker shall be attached in a conspicuous location on the rear drivers side of the vehicle, should be unobstructed and should be observable to a traffic officer in a vehicle. The parking sticker must match the allotted parking space.

General:

1. Failure to comply with the regulations may result in the issuance of citations, fees, fines, vehicle immobilization, towing of vehicle, collections and/or further legal action.
2. Any person convicted of a violation of this Section shall be subject to a fine, as established under Section 27-80, plus any additional court costs that may apply (Ord. 3942, §1).
3. Backing in to a parking space is prohibited and will result in a ticket.
4. All improperly parked vehicles will be ticketed.
5. Parking permits shall not be sold or leased.
6. Improper use of the permit will be grounds for revocation of the permit. Vehicles displaying an expired or revoked parking sticker will be subject to issuance of a citation.
7. The City of Rolla shall not be held responsible for vandalism, thefts or problems with vehicles parked on the lot.
8. Replacement/duplicate parking stickers shall be available for a $5.00 fee.
9. Up to two vehicles may be registered to each parking permit provided both vehicles are registered to the same permit applicant.
APPLICATION FOR PARKING PERMIT
(Please type or print)

Applicants Name ____________________________________________

Applicants Address _________________________________________

Daytime Phone _______________________ Evening phone ___________________ Cellphone ___________________

Applicants Drivers License Number ________________________________ email ________________________________

Primary Vehicle

Make _______________ Model _______________ Year ___________ Plate number _______________

Secondary Vehicle (must be registered to the owner of the primary vehicle)

Make _______________ Model _______________ Year ___________ Plate number _______________

Please check all that apply.

☐ Student  Student ID# ____________________________________________ Permanent Address _________________________________________

☐ Downtown Resident

☐ Downtown Employee

☐ Downtown Employer

Business Address _________________________________________ 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.

Signature ____________________________________________ Date _______________

Assigned parking stall number _______________________________

Requested parking area (please circle) 1 to 110 111 to 144 145 to 173

For Office Use Only

Annual permit ☐ Bi-annual permit ☐ Permit # _______________________ Fee ___________________

Amount paid _______________________ Cash ☐ Check (# ) ☐ Credit/Debit

Permit denied for: ____________________________________________

Permit effective date: _______________________ Permit expiration date: _______________________

Approved by: _________________________________________ Date: _______________________


