



CITY OF SAUSALITO / PARKING SERVICES

APPLICATION FOR RESIDENT PARKING BENEFIT PROGRAM

Complete this form and submit it by mail to: City of Sausalito Parking Services, 29 Caledonia Street, Sausalito, CA 94965, or email a digital copy to parking@sausalito.gov. **All applications must be submitted with the following supporting documents:** (1) copy of the applicant's **Driver License**; (2) copy of the applicant's **proof of residency** (e.g. lease agreement, tax statement, current utility bill); (3) copy of the **current DMV vehicle registration card** for all vehicles listed in Vehicle Information section below. Application fees are due at the time of application. Check payments may be included with mail-in submissions, **make checks payable to City of Sausalito** and do not mail cash. Payments by Credit or Debit card require a separate **Card Payment Authorization Form** included with a complete application form.

APPLICANT INFORMATION: (Driver License and Proof of Residency must be provided for the applicant listed below)

FIRST NAME	LAST NAME	
EMAIL		
MOBILE PHONE	OTHER PHONE	
RESIDENTIAL STREET ADDRESS		
CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)		
CITY	STATE	ZIP CODE

VEHICLE INFORMATION: (Current DMV vehicle registration card must be provided for all vehicles listed below)

LICENSE PLATE #	MAKE / MODEL	YEAR

☐ I have read and agree to the terms and conditions for Resident Parking Benefit Program.

APPLICANT SIGNATURE	DATE

FOR OFFICE USE ONLY:

DRIVER LICENSE #	PROOF OF RESIDENCY	APPROVAL YES/NO	REVIEWED BY	DATE ISSUED



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Terms and Conditions: Resident Parking Benefit Program

Resident Parking Benefit Program. Southern Marin Residents living at eligible residential addresses within the 94965 ZIP Code may enroll in the Resident Parking Benefit Program. The Parking Benefit may be used at parking pay stations in Municipal Parking Lots #1-#4 in downtown Sausalito. Enrolled residents may use their approved email for verification at parking pay station to purchase up to three (3) hours of parking time each day for free, as well as purchase parking after 6:00 p.m. each day for free. Any purchase above the 3 hours free daily will be charged at regular hourly rate. The resident will be responsible to pay for all parking fees above the 3 hours free limit each day.

Eligibility. Any Southern Marin Resident living at an eligible residential address within the 94965 ZIP Code may enroll in the Resident Parking Benefit Program. Proof of residency is required to apply, examples of accepted forms of proof of residency include lease agreements, current property tax bills, or recent utility statements displaying the applicant's name and an eligible service address.

Application Process: Resident Parking Benefit Applications are available for download from the City of Sausalito website (www.sausalito.gov). Applicants may submit their completed application and payment by mail to the City of Sausalito Parking Services, 29 Caledonia Street, Sausalito CA 94965, or email a digital copy to parking@sausalito.gov. Supporting documentation and payment must be submitted with the completed application. Submitted applications will be processed within 21 days of receipt. Upon approval, instruction sheet, and a payment receipt will be mailed to the address provided in the application.

Card Use, Limitations and Overages. The Parking Benefits are only valid within Municipal Parking Lots #1-#4 and are not valid at time-limited or metered parking space. Approved residents may use their email address to purchase parking time at a pay station. The daily benefit allowance of three (3) free hours and free parking after 6:00 p.m. each day is accessed only by using the approved email address to verify the purchase parking time. Parking in a Municipal Parking Lot during operational hours without completing the transaction may result in citation. All public streets and parking areas are subject to the City-wide 72-hour parking restriction and the Resident Parking Benefit Program do not exempt a vehicle from this restriction.

Costs, Fees and Replacements: The Resident Parking Benefit Program applications require a non-refundable \$25.00 fee, due at the time of application. Check payments, **made payable to City of Sausalito**, may be included with mail-in submissions—do not mail cash. Residents who choose to pay by Credit Card do not need to submit payment at time of application. The City will email you a Square Invoice to pay by credit card when the application is processed.

Permit-holder Agreement. By signing your application you certify that you have read and understand the terms and conditions provided herein and that you reside at an eligible residence within the 94965 ZIP Code; You understand that there is a non-refundable application fee of \$25.00 application fee for all submitted applications. You understand that parking in a Municipal Parking Lot without a valid parking session may result in citation, and that the Resident Parking Benefit is only valid when properly used at a parking pay station or on the Park Mobile app to complete a parking session; You understand that any misuse or the unauthorized transfer of your Resident Parking Benefits may result in permanent forfeiture of all Sausalito Resident Parking Benefit privileges.

Terms and rates are subject to change.