



CITY OF SAUSALITO

PARKING SERVICES

RESIDENT PARKING BENEFIT PROGRAM APPLICATION

PROGRAM AT A GLANCE

Approved residents may receive up to three hours of free parking daily in Municipal Parking Lots 1-4. Start each session through ParkMobile using the approved email address, or at a pay station using the City-issued 6-digit PIN. Additional parking time is charged at the posted rate.

Application fee: \$25 non-refundable. **Submit by email:** parking@sausalito.gov **or mail:** Sausalito Parking Services, 29 Caledonia Street, Sausalito, CA 94965

1. APPLICANT INFORMATION Complete all fields

FIRST NAME	LAST NAME
EMAIL ADDRESS	MOBILE PHONE
RESIDENTIAL STREET ADDRESS	UNIT / APT.
CITY	STATE / ZIP CODE
MAILING ADDRESS (IF DIFFERENT), INCLUDING CITY, STATE AND ZIP CODE	

Important: If you plan to use Park Mobile, please provide the exact email address that is associated with your Park Mobile account, or intend to use.

2. VEHICLE INFORMATION Attach current DMV registration for every vehicle listed

License plate	State	Year	Make / Model

3. REQUIRED DOCUMENTS & PAYMENT Include copies; do not send originals

☐ Completed and signed application ☐ Valid driver's license ☐ Proof of residency at an eligible residential address within ZIP code 94965 ☐ Current vehicle registration for each listed vehicle	PAYMENT METHOD ☐ Check or money order payable to City of Sausalito ☐ Credit/debit card - send me a Square invoice by email Do not mail cash or write card information on this form.
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4. APPLICANT CERTIFICATION

☐ I certify that the information provided is true and complete, that I reside at the eligible residential address shown above, and that I have read and agree to the Terms and Conditions on page 2.	
APPLICANT DIGITAL SIGNATURE (Digital signature requires Adobe Acrobat Reader. Download and open the form in Acrobat to sign.) SIGN	DATE

FOR OFFICE USE ONLY Status: ☐ Approved ☐ Denied Fee: ☐ Paid ☐ Invoice sent Docs: ☐ Verified PIN: ☐ Sent Rev: _____ Date: _____



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PARKING SERVICES

RESIDENT PARKING BENEFIT PROGRAM TERMS AND CONDITIONS

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

These terms summarize the Resident Parking Benefit Program. Current posted parking regulations, rates, and City program rules apply and may be amended. The benefit does not reserve a parking space, and parking remains first-come, first-served.

- 1. Eligibility** The program is available to residents living at an eligible residential address within ZIP code 94965. Approval requires a complete application, proof of residency, a valid driver's license, current vehicle registration for each listed vehicle, and payment of the non-refundable application fee. The City may request additional information to verify eligibility.
- 2. Program benefit and hours** Approved residents may receive up to three hours of free parking daily in Municipal Parking Lots 1-4 between 7:00 a.m. and 6:00 p.m. Parking time beyond three hours before 6:00 p.m. is charged at the posted rate. Under current program rules, parking is free from 6:00 p.m. to 10:00 p.m., and no payment or active session is required from 10:00 p.m. to 7:00 a.m.
- 3. How to start a parking session** Residents may use either: (a) the ParkMobile app using the exact email address approved by the City; or (b) a parking pay station, selecting the resident option and entering the City-issued 6-digit PIN. Follow all prompts and enter the correct lot, zone, space number, license plate, and parking duration as requested. The benefit is not active unless a valid session is completed when one is required.
- 4. ParkMobile transaction fee** ParkMobile currently adds a \$0.45 convenience fee to each app transaction. No ParkMobile convenience fee applies when the session is started directly at a City pay station.
- 5. Valid locations and limitations** The resident benefit applies only in Municipal Parking Lots 1-4 and does not apply to the Sausalito Yacht Harbor lot, on-street parking, permit-only spaces, time-limited spaces, loading zones, disabled parking spaces without proper credentials, or other restricted areas. Parking availability is not guaranteed.
- 6. Email and PIN security** The approved email address and City-issued 6-digit PIN are for the enrolled resident's use. Do not publish, share, sell, transfer, or allow unauthorized use of the benefit. The resident is responsible for safeguarding access information and for all sessions initiated using it.
- 7. Parking rules and citations** Failure to start a valid session, entry of an incorrect zone, space, or plate number, exceeding the selected time, parking in an ineligible location, or violation of posted regulations may result in a parking citation. Program approval does not excuse compliance with posted signs, payment requirements, or the City-wide 72-hour parking restriction.
- 8. Changes to information** Residents must promptly notify Sausalito Parking Services of changes to residential address, email address, phone number, license plate, or vehicle. Updated proof of residency or vehicle registration may be required before access is continued or transferred to a replacement vehicle.
- 9. Fees, approval, and refunds** The \$25 application fee is non-refundable and covers application processing. Submission does not guarantee approval. Parking purchases beyond the free benefit are separate from the application fee and are generally non-refundable once a session is started, except as required by law or approved by the City.
- 10. Misuse and revocation** Fraud, false statements, duplicate enrollment, unauthorized transfer, credential sharing, or other misuse may result in immediate suspension or permanent revocation of program privileges and may be referred for further action as permitted by law.
- 11. Privacy and records** Information submitted will be used to administer and enforce the program and may be retained as a City record. Do not submit original identity documents. Applicants should redact information not needed for eligibility review where appropriate, while leaving the name, address, license plate, vehicle, and document-validity information visible.
- 12. Program changes** The City may modify eligible locations, operating hours, fees, technology platforms, procedures, and program terms. The most current public information is posted on the City of Sausalito Resident Parking Benefit Program webpage. City-issued access instructions and credentials remain subject to revision or deactivation.

QUESTIONS? Sausalito Parking Services · parking@sausalito.gov · (415) 289-4116 · 29 Caledonia Street, Sausalito, CA 94965