



CITY OF SAUSALITO

PARKING SERVICES

COMMUTER & EMPLOYEE DAILY DISCOUNT PARKING PROGRAM APPLICATION

PROGRAM AT A GLANCE

Approved commuters and employees may purchase flat-rate all-day parking in Municipal Parking Lot 3 for \$6 per day or Municipal Parking Lot 4 for \$5 per day. Start each paid session through ParkMobile using the City-issued special zone code or at a pay station using the City-issued 6-digit PIN. Parking is first-come, first-served.

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

1. APPLICANT & ELIGIBILITY INFORMATION Complete all fields

FIRST NAME	LAST NAME
EMAIL ADDRESS	MOBILE PHONE
HOME STREET ADDRESS	UNIT / APT.
CITY	STATE / ZIP CODE
APPLICANT TYPE ☐ COMMUTER ☐ SAUSALITO EMPLOYEE	EMPLOYER / BUSINESS / ORGANIZATION
WORK LOCATION OR REGULAR COMMUTE DESTINATION (INCLUDING CITY, STATE AND ZIP CODE)	

Important: Approval instructions, the ParkMobile special zone codes, and the pay-station 6-digit PIN will be sent to the email address listed above.

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
- ☐ 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.**

4. APPLICANT CERTIFICATION

☐ I certify that the information provided is true and complete, that I regularly work in Sausalito or commute to, from, or through Sausalito, 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.)



DATE

FOR OFFICE USE ONLY Status: ☐ Approved ☐ Denied Type: ☐ Commuter ☐ Employee Fee: ☐ Paid ☐ Invoice sent Instructions/PIN sent: _____ Reviewed by: _____



CITY OF SAUSALITO

PARKING SERVICES

COMMUTER & EMPLOYEE DAILY DISCOUNT PARKING PROGRAM - TERMS AND CONDITIONS

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

These terms summarize the daily discount program. Current posted parking regulations, rates, and City program rules apply and may be amended. This application does not apply to D or L quarterly permits or to the separate Caledonia District Employee Parking Program for Lot 5.

1. Eligibility The program is available to individuals who regularly work in Sausalito or commute to, from, or through Sausalito. Approval requires a complete application, 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 rates Approved participants may purchase flat-rate all-day parking in Municipal Parking Lot 3 for \$6 per day or Municipal Parking Lot 4 for \$5 per day. A new paid parking session is required each calendar day the benefit is used. Rates do not include any ParkMobile transaction fee.

3. How to start a parking session Participants may use either: (a) the ParkMobile app, entering the City-issued special zone code for the applicable lot; or (b) a parking pay station, selecting the commuter/employee option and entering the City-issued 6-digit PIN. Follow all prompts and enter the correct lot, space number, license plate, and parking duration as requested. The benefit is not active unless a valid paid session is completed.

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 purchased directly at a City pay station.

5. Valid locations and limitations This daily discount applies only in Municipal Parking Lots 3 and 4 and does not apply to on-street parking, other municipal lots, permit-only spaces, time-limited spaces, loading zones, disabled parking spaces without proper credentials, or other restricted areas. Parking is first-come, first-served and availability is not guaranteed. The daily rate does not provide reserved parking or in-and-out privileges.

6. Access code and PIN security Special ParkMobile zone codes and the City-issued 6-digit PIN are for approved participants only. Do not publish, share, sell, transfer, or allow unauthorized use of these credentials. The participant is responsible for safeguarding access information and for all sessions initiated using it.

7. Parking rules and citations Failure to start a valid session, use of the posted public zone instead of the issued special zone, entry of an incorrect space or plate number, 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, time limits, payment requirements, or the City-wide 72-hour parking restriction.

8. Changes to information Participants must promptly notify Sausalito Parking Services of changes to email address, phone number, employer or commute status, license plate, or vehicle. Updated documentation 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. Daily parking purchases 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, 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, rates, operating procedures, fees, technology platforms, and program terms. The most current public information is posted on the City of Sausalito parking webpage. Access instructions and special credentials provided to approved participants remain subject to City revision or deactivation.

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