CITY OF SAUSALITO

PARKING SERVICES

L QUARTERLY PARKING PERMIT APPLICATION

PROGRAM AT A GLANCE

The L Quarterly Parking Permit provides prepaid all-day parking in Municipal Parking Lot 5. The permit is issued for a calendar quarter, must be properly displayed, and parking is first-come, first served. The permit is exempt from the 3-hr parking time limit, but not the city-wide 72-hr time limit.

Permit fee: $150 per calendar quarter; $75 after the first 45 days. **Replacement permit:** $25. Staff will apply the applicable amount. **Submit:** parking@sausalito.gov or Sausalito Parking Services, 29 Caledonia Street, Sausalito, CA 94965.

1. APPLICANT INFORMATION Complete all fields

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

2. PERMIT REQUEST & VEHICLE INFORMATION L permits are valid in Municipal Parking Lot 5 only

PERMIT QUARTER (SELECT ONE IF KNOWN)

Q1: Jan 1 - Mar 31 Q2: Apr 1 - Jun 30 Q3: Jul 1 - Sep 30 Q4: Oct 1 - Dec 31

License plate	State	Year	Make / Model

GUEST L PERMITS REQUESTED (SAME PRICE PER PERMIT)

Vehicle registration is not required for a Guest-only request.

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

Completed and signed application

Valid driver's license

Vehicle registration for each sticker permit

PAYMENT METHOD

Check or money order

Square invoice by email

Do not mail cash or card information.

PERMIT DELIVERY

Mail to address above

Will-call pickup

Staff will notify you when ready.

4. APPLICANT CERTIFICATION

I certify that the information provided is true and complete. I understand that L permits are valid in any parking space in Municipal Parking Lot 5, must be properly displayed, do not guarantee a parking space, and remain subject to posted regulations and the City-wide 72-hour restriction. I have read and agree to the Terms and Conditions on page 2.

APPLICANT DIGITAL SIGNATURE	DATE
(Digital signature requires Adobe Acrobat Reader. Download and open this form in Acrobat to sign.)	

FOR OFFICE USE ONLY Status: Quarter: Sticker: Guest: Amount: Delivery: Reviewed:

CITY OF SAUSALITO

PARKING SERVICES

L QUARTERLY PARKING PERMIT TERMS AND CONDITIONS

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

These terms summarize the L Quarterly Parking Permit Program. Current posted parking regulations, rates, and City program rules apply and may be amended. This application applies only to L permits for Municipal Parking Lot 5 and does not apply to D permits, daily commuter discounts, or other parking programs.

1. Eligibility L permits are available to applicants who need frequent parking in Municipal Parking Lot 5. Approval requires a complete application, a valid driver's license, and payment of the applicable permit fee. Current vehicle registration is required for each vehicle-specific sticker permit. Vehicle registration is not required when the application requests Guest permits only. The City may request additional information when needed to process the application.

2. Permit options A vehicle-specific L permit is a physical sticker assigned to one registered vehicle. A Guest L permit is not assigned to a particular vehicle and may be used only when the original permit is properly displayed. Applicants may request vehicle-specific permits, Guest permits, or a combination on one application. Each permit is charged at the applicable quarterly rate.

3. Program benefit and valid locations A valid L permit provides prepaid all-day parking, including in-and-out privileges, in any parking space in Municipal Parking Lot 5. A separate ParkMobile or pay-station transaction is not required while the permit is valid and properly displayed. L permits are not valid in Municipal Parking Lots 1 through 4, on-street parking, loading zones, disabled spaces without proper credentials, or other restricted areas. Parking is first-come, first-served and is not guaranteed.

4. Calendar quarters and fees L permits are issued for fixed calendar quarters: Quarter 1, January 1 through March 31; Quarter 2, April 1 through June 30; Quarter 3, July 1 through September 30; and Quarter 4, October 1 through December 31. The full-quarter fee is $150 per permit. After the first 45 days of a quarter, the fee is prorated to $75 per permit. Staff will determine the applicable amount based on the application date. Permit fees are non-refundable once issued, except as required by law or approved by the City.

5. Permit display Vehicle-specific permits are valid only when affixed to the driver's-side rear bumper of the vehicle to which the permit was assigned. Guest permits must be displayed on the driver's side of the front or rear window, with the permit number and expiration date clearly visible from outside the vehicle. An improperly displayed, altered, copied, obscured, or expired permit is invalid and may result in a citation.

6. Application, payment, and delivery Applications may be submitted by email to parking@sausalito.gov, by mail, or during an appointment with Parking Services. Check or money order payments must be payable to the City of Sausalito. Applicants paying by credit or debit card will receive a Square invoice by email. Do not mail cash or write card information on the application. Approved permits may be mailed or held for will-call pickup. Appointments are required for full in-person application service or assistance.

7. Vehicle changes and replacement permits A current vehicle-specific permit may be exchanged at no charge when the original permit is removed from the former vehicle and returned to Parking Services with the replacement request. A $25 fee applies when a permit is lost, stolen, damaged, destroyed, or otherwise unavailable for return. The City is not responsible for lost, stolen, or damaged permits, and all permits remain City property.

8. Posted regulations and 72-hour restriction An L permit does not exempt a vehicle from posted signs, closures, temporary restrictions, safety regulations, or the City-wide 72-hour parking restriction. A vehicle must be moved as required by law and may be cited or towed when left in violation, even when a valid permit is displayed.

9. Citations and permit-holder responsibility The permit holder is responsible for confirming that the permit is current, valid for the location, and properly displayed before leaving the vehicle. Parking without a valid permit or paid session, parking in an unauthorized location, or otherwise violating posted regulations may result in a parking citation. Permit issuance does not guarantee parking availability or excuse compliance with parking laws.

10. Misuse and revocation Fraud, false statements, alteration, duplication, sale, unauthorized transfer, or other misuse of a permit may result in immediate suspension or permanent revocation of permit 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 parking permit program and may be retained as a City record. Do not submit original identity documents. Applicants may redact information not needed for permit review 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, permit formats, application requirements, and program terms. The most current public information is posted on the City of Sausalito parking webpage. Terms and rates are subject to change.

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