



CITY OF SAUSALITO / PARKING SERVICES

APPLICATION FOR DAILY PARKING CARD

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 **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 must be provided for the applicant listed below)

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FIRST NAME

LAST NAME

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EMAIL

--	--

MOBILE PHONE

OTHER PHONE

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HOME ADDRESS

--	--	--

CITY

STATE

ZIP CODE

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WORK/MAILING ADDRESS (if different)

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CITY

STATE

ZIP CODE

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

LICENSE PLATE #

MAKE / MODEL

YEAR

LICENSE PLATE #	MAKE / MODEL	YEAR

I have read and agree to the terms and conditions for Daily Parking Card.

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APPLICANT SIGNATURE

DATE

FOR OFFICE USE ONLY:

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DRIVER LICENSE #

COMMUTER / EMPLOYEE

PARKING CARD #

REVIEWED BY

DATE ISSUED



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APPLICATION FOR DAILY PARKING CARD

Terms and Conditions: Daily Parking Card

Daily Parking Card. Certain Municipal Parking Lots in downtown Sausalito are part of the low-cost Daily Parking Card Program. Designed primarily for commuters, merchants and their employees, Daily Parking Cards interface with parking pay stations in Municipal Parking Lots #3-#4. Daily Parking Cards are used at the pay station as a payment method, similar to how parking pay stations accept credit card payments. Daily Parking Cards are stored-value cards and may be used to purchase a low-cost, all-day parking session. Daily Parking Cards do not allow in-out privileges. Value may be added using the recharge function a parking pay station. New applicants may apply for Daily Parking Cards with the City of Sausalito Parking Services.

Eligibility. There are no restrictions on eligibility, anyone may enroll in the Daily Parking Card Program.

Application Process: Daily Parking Card 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 City of Sausalito Parking Services, 29 Caledonia Street, Sausalito CA 94965, or email a copy to parking@sausalito.gov. Supporting documentation must be submitted with the completed application. Submitted applications will be processed within 21 days of receipt. Daily Parking Card, an instruction sheet and a payment receipt will be mailed to the address provided in the application.

Card Usage and Limitations. Daily Parking Cards are only valid within Municipal Parking Lots #3-#4 and are not valid at time-limited or metered parking zones. Daily Parking Cards can access a specific low-cost all-day parking session (“Commuter Rate”) which expires at the end of operational hours for that calendar day. The operational hours may be different depending on the municipal parking lot used and the time of the year. Parking in a Municipal Parking Lot during operation hours without payment may result in citation. All public streets and parking areas are subject to the City-wide 72-hour parking restriction and Daily Parking Cards do not exempt a vehicle from this restriction.

Costs, Fees and Replacements: Daily Parking Card 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. Payments by Credit or Debit Card require a separate **Card Payment Authorization Form** included with the application. The City of Sausalito is not responsible for lost, stolen or damaged Daily Parking Cards, and all Daily Parking Cards remain the property of the City of Sausalito. Replacement Daily Parking Cards will require a new application and a non-refundable \$25.00 application fee. Daily Parking Cards are valid until replaced.

Permit-holder Agreement. By signing your application you certify that you have read and understand the terms and conditions provided herein; You understand that there is a non-refundable application fee for all Daily Parking Cards and a non-refundable \$25.00 application fee for all replacement Daily Parking Cards; You understand that the City is not responsible for lost, stolen or damaged Daily Parking Cards and that all Daily Parking Cards remain the property of the City of Sausalito; You understand that the City of Sausalito is not responsible for the balance on the stored-value Daily Parking Card and that the balance will not be refunded in the event of loss, theft or damage; You understand that parking in a Municipal Parking Lot without a valid parking session may result in citation, and that Daily Parking Cards are only valid when properly used at a parking pay station; You understand that any misuse or the unauthorized transfer of an Daily Parking Card may result in permanent forfeiture of all Daily Parking Card privileges.

Terms and rates are subject to change.