

Annual Application Process Policy

Definition & Purpose

Each year annual parking permits are assigned for the period September 1 through August 31. Customers must follow the application process to be considered for a parking permit offer. There is limited parking available, so a priority system is used to assign parking to a limited number of applicants.

Policy

- Current applicants on the waitlist and existing annual permit holders will receive an email notification in May to renew their parking application for the new permit year. The online parking application must be completed by the deadline set by UW Transportation Services.
- New applicants must contact their Unit Transportation Coordinator to apply for parking.
- New annual permit applications received after the application deadline will not be processed until permit assignments for the new permit year have been processed.
- New applications for the current permit year will be processed as parking becomes available.
- All annual permit applications must be assigned a priority number by a Unit Transportation Coordinator (UTC) before the application can be processed and parking assigned.
- Applicants will be notified by email of their new parking assignment.
- Applicant must claim parking assignment by the deadline date or assignment will be offered to applicants on the waitlist.
- If applicant fails to respond or chooses not to accept their assignment by the posted deadline date, their assignment will be cancelled.

Related References

- Accessible Parking Policy
- Annual Base Lot Permit Policy
- Business Alternate Permit Policy
- Carpool Permit Policy
- Flex Permit Policy
- Park & Ride Permit Policy

Policy Information:

Policy Number	TS-31
Date Approved	4/2001
Revision Dates	3/2003 – Online application process change