

Annual Base Lot Permit Policy

Definition & Purpose

Annual base lot permits are available for faculty, staff, and students with a valid UW Wiscard/UW Health ID whose work address is on campus. All faculty, staff, and students are required to pay for parking on campus.

Annual base lot permits are primarily for use during regular business hours (M-F). At all other times the lot may be open to the public or may be reserved for other uses.

Policy

- Faculty and staff with a valid UW Wiscard/UW Health ID must apply online annually for an annual base lot assignment.
- Annual base lot permits may not be transferred or sold.
- Annual base lot permits must be properly displayed and correct license plate numbers must be on file with UW Transportation Services.
- One (1) Permit (hangtag) will be issued per annual base lot parking assignment.
- Permit exchange fee charged for annual base lot exchanges within the same parking year.
- Permitted vehicles may not be stored (parked without moving) in an assigned lot for more than 72 hours without authorization from UW Transportation Services. Stored vehicles are subject to citation or tow at the owner's expense.
- The permit must be hung from the vehicle's rearview mirror or displayed in a plastic pouch on the inside lower left-hand corner of the windshield. Remove all items from the mirror or window that block view of the permit. The full permit must be visible when the vehicle is parked on campus.

An acrylic holder (shield) is available for permit holders with registered motorcycles, convertibles, or mopeds to secure the permit to the vehicle.

- The permit holder is responsible for returning permit and notifying UW Transportation Services when employment is terminated or the annual parking assignment is no longer needed. The permit holder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to UW Transportation Services. Cancellation forms can be found online and at all Transportation Services offices.
- Permit holder is responsible for using the permit to enter gated lots. UW Transportation Services collects information from the gate system and staff is not authorized to raise the gate for customers, except on those occasions where the gate system is malfunctioning.
- Annual base lot permit holders may receive a maximum of three (3) temporary parking permits per parking year. Each temporary permit may not exceed one day.

Restrictions

- Snow removal restriction for the period beginning November 15 through March 15:
 1. No on-street parking from 2 - 6 a.m.
 2. Overnight parking is restricted to designated areas on campus
 3. Refer transportation.wisc.edu for updated parking restrictions for snow removal
- Permits are not valid in restricted areas, such as: fire lanes, timed parking stalls, reserved stalls, disabled stalls without a state DOT permit, disabled stall access aisles, loading zones,

construction areas, sidewalks, driveways and grass areas. Unless otherwise noted, those parking with permits in restricted areas may be subject to citation or tow at the owner's expense.

- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the lot entrance on a first come basis. Permit holders may be relocated. Lots restricted for an event will be posted at the lot entrance and/or at transportation.wisc.edu.
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures, whenever possible. Permit holders may be relocated at any time.
- If your assigned lot is full, park in a permit stall in the next closest non-gated lot. You must immediately report to UW Transportation Services which lot is full, your vehicle information and the reason for relocating.
- Permit holders may only park one vehicle with a permit on campus at a time.
- You must pay all citations and other unpaid fees due to Transportation Services before applying for or accepting a permit assignment.
- Report lost/stolen permits or passes to Transportation Services immediately. Customers may be assessed a fee for replacing lost or stolen permits.
- Vehicles using altered or counterfeit permits are subject to ticket and tow.
- Failure to follow UW Transportation Services policies may result in revoked parking privileges.

Special Base Lot Restrictions

- Lot 53 – Restricted to Heating Plant staff only.
- Lot 72 – Restricted to Heating Plant staff only.
- Lot 11 – Restricted to staff approved by the Chancellor's Office.
- Lot 23 – Restricted to System Admin or L&S staff approved by UTC.
- Lot 65 – Restricted to WARF staff only.

Related References

- Alternative Transportation Options
- Annual Application Policy
- Business Alternate Permit Policy
- Moped Policy
- Motorcycle Permit Policy
- Payment/Refund/Cancellation Policy
- Permit rates available on Transportation Services website

Policy Information:

Policy Number	TS – 17
Date Approved	4/2001
Revision Date	<p>3/2002 – New Permit System Changes</p> <p>3/2003 - New Permit Design Changes</p> <p>3/2004 – Permit Display Options</p> <p>3/2005 – Clarification of temporary permits</p> <p>3/2006 – Base Lot permit displayed with State DOT valid in UW DIS stall in assigned lot only.</p> <p>3/2007 – Require payment of all fees & citations prior to applying for or accepting parking.</p>