

# Citation Policy

## Purpose

Citations are used to increase compliance with University Transportation Services rules and regulations and increase safety on campus for pedestrians and visitors. Parking policies help ensure parking resources are used efficiently, balancing competing needs and allocating limited resources. All faculty, staff, and students are required to pay for parking on campus.

## Policy

- The registered owner is responsible for a parking citation (including lost, stolen or damaged citations) whether or not the owner was operating the vehicle at the time the citation was issued.
- A citation is an official document describing the violation, amount of penalty, time and location of issuance, vehicle description, and information about how to pay or appeal the citation. Wisconsin state statutes give UW-Madison authority to enforce parking policies and issue citations.
- Citations are delivered by placing them on a vehicle or by mail.
- Only authorized UW Transportation Services employees and UW Police may issue parking citations.
- Vehicles are subject to towing and relocation to another lot or location on campus if the vehicle is in violation of parking policies, a safety or security risk.
- Vehicles are subject to towing and impoundment if the vehicle has \$100 or more in unpaid citations 30 days or more past due. All citations and towing fees due to UW Transportation Services must be paid prior to the vehicle being released to the registered owner.
- Vehicles are subject to towing and impoundment if the vehicle is parked on campus with an altered, counterfeit or stolen permit. All citations and towing fees due to UW Transportation Services must be paid and the permit returned to the towing company prior to the vehicle being released to the registered owner.
- More than one citation per day may be issued to a vehicle in violation of parking policies.
- All citations must be paid within ten (10) calendar days to avoid further policy enforcement action which may include late fees, suspension fees, suspension of license plates, and referral to a debt collection agency. Citations should be paid online at [transportation.wisc.edu](http://transportation.wisc.edu); click on the "Pay/Appeal Citation" link.
- Parking Citation rates (fines) are approved annually by the UW Campus Transportation Committee and are subject to change.
- Citations may be issued for violating any parking policy including (but not limited to the following):

Citation Type	Definition
Parking on campus with an altered, counterfeit, lost or stolen permit	<ul style="list-style-type: none"><li>• Use / Display of an annual permit reported as lost or stolen.</li><li>• Use / Display of a temporary permit reported as lost or stolen.</li><li>• Use / Display of an annual permit that has been altered or counterfeited.</li><li>• Use / Display of a temporary permit that has been altered or counterfeited.</li></ul> <p><i>Altered or counterfeit permits include but are not limited to; reproductions of an actual permit, altering the lot number, altering the effective/expiration date or using a permit listed as cancelled, lost or stolen.</i></p>
Double permit	<ul style="list-style-type: none"><li>• An annual or temporary permit authorizes one vehicle to be parked on campus. Parking two vehicles on campus at the same time either in the assigned base</li></ul>

Citation Type	Definition
	lot or in an alternate lot is considered a double permit violation. A double permit violation includes, but is not limited to, using a permit issued as a temporary replacement for a valid permit to park more than one vehicle on campus.
Parking in a reserved area/stall	<ul style="list-style-type: none"> <li>• Parking in a reserved stall or service stall without a valid permit</li> <li>• Parking vehicle in a motorcycle or moped stall</li> <li>• Parking in an area reserved for maintenance or construction</li> <li>• Parking in an area reserved for bicycles</li> <li>• Parking in restricted snow emergency area; overnight parking is restricted for the period beginning November 15 through March 15 for snow removal</li> <li>• Parking at a reserved timed parking stall (“meter”) without a valid permit</li> <li>• Parking in an area reserved for a special event</li> </ul>
Permit violations	<ul style="list-style-type: none"> <li>• Parking without a valid permit</li> <li>• Parking with an expired permit</li> <li>• Improper Display of a permit</li> <li>• Improper permit for area – Display of a valid permit in an area where the permit is not authorized</li> <li>• Improper use of a service permit by faculty, staff or students in lieu of purchasing an annual permit</li> <li>• Using an afternoon or night permit outside of the authorized time allowances</li> <li>• No Flex Pay by Phone Record</li> </ul>
Improper parking	<ul style="list-style-type: none"> <li>• Vehicle occupying two spaces - Permits are valid in one permit stall. Vehicles parked outside of the marked stall lines, taking up two permit stalls, or parked in a compact car stall with an oversize vehicle are considered improperly parked.</li> <li>• Parking against the flow of traffic – vehicle blocking or interfering with the flow of traffic</li> </ul>
Invalid / missing license plate	<ul style="list-style-type: none"> <li>• Vehicles parked on campus with an invalid license plate; includes but is not limited to expired plate or invalid vehicle registration</li> <li>• Vehicles parked on campus without a license plate displayed</li> </ul>
No parking violation	<ul style="list-style-type: none"> <li>• Vehicle parked in a landscaped area</li> <li>• Vehicles parked in a non-legal space</li> <li>• Vehicles parked in a no parking area; blocking a fire lane, bike lane, exit or drive aisle, roadway or access ramp, blocking sidewalk or curbs, dumpster, etc.</li> <li>• Blocking other vehicles</li> <li>• Vehicles may park in marked stalls only. Parking in areas on campus that are not specifically marked or signed as a permit parking area will be cited.</li> </ul>
Timed parking stalls	<ul style="list-style-type: none"> <li>• Expired timed parking – parking longer than the purchased time for the timed parking stall</li> <li>• No payment at a timed parking stall during hours of control</li> </ul>
Accessible (Disabled) parking	<ul style="list-style-type: none"> <li>• Disabled stall violation – Parking in a UW or State Department of Transportation (DOT) Disabled stall without a valid UW Disabled (UW DIS) permit or State DOT permit or plate. Unauthorized use of a State DOT or UW DIS permit by an individual other than the permit holder.</li> <li>• Blocking disabled access aisle</li> </ul>
Overtime violation	<ul style="list-style-type: none"> <li>• Overtime violation – includes vehicles parked longer than the time limit posted at a loading dock, UW or State DOT Disabled stall (overtime parking) or for more than 72 hours with a valid annual permit without authorization from Transportation Services</li> <li>• Vehicles may not park past the maximum time limit posted on timed parking/pay-by-phone stalls. Adding additional funds does not extend the posted maximum time limit for parking.</li> <li>• Vehicles parked in an Electric Vehicle Charging Station longer than 4 hours</li> </ul>

Citation Type	Definition
Over or undersized stall violations	<ul style="list-style-type: none"> <li>• Oversized Vehicle – parking an oversized vehicle in a compact vehicle stall</li> <li>• Undersized Vehicle – parking an undersized vehicle in an oversized vehicle stall</li> </ul>
Garage/ramp violations	<ul style="list-style-type: none"> <li>• Parking in garage / ramp without payment of daily fee</li> <li>• Bypassing gates to enter / exit facility without payment</li> <li>• Tailgating vehicle into or out of facility – entering or exiting a facility behind another vehicle without stopping to pick up a permit or submit payment</li> <li>• Allowing another person to use pass to enter or exit facility</li> <li>• Vehicle storage exceeding 72 hours without Transportation Services clearance</li> </ul>
Vehicle tow fee	<p><b><u>Towed and Impounded</u></b> – Vehicles are towed and impounded to a facility off campus. All citations and towing fees due to the University must be paid before the vehicle will be released.</p> <ul style="list-style-type: none"> <li>• Vehicles with \$100 or more in unpaid citations (30 days or more past due) will be towed and impounded until all citations and towing fees due to the University are paid</li> <li>• Vehicles parked on campus with an altered, counterfeit or stolen permit will be towed and impounded. All citations and towing fees due to the University must be paid and the permit returned to the towing company prior to the vehicle being released to the registered owner.</li> <li>• A large vehicle (as determined by the tow company) will be assessed a large vehicle tow. Examples of large vehicles include but are not limited to recreational vehicles, semi-trucks/trailers, and buses.</li> </ul> <p><b><u>Towed and Relocated</u></b> – Vehicles are subject to towing and relocation to another lot or location if the vehicle is in violation of parking policies, a safety or security risk</p>

### Related References

- Citation Appeal Policy
- Permit rates available on Transportation Services website

### Policy Information:

Policy Number	TS-51
Date Approved	3/2004
Revision Dates	<p><b>3/2005</b> – Define Parking Violations</p> <p><b>3/2006</b> – Add invalid/missing license plate citation &amp; moped/motor scooter permit rules</p> <p><b>3/2007</b> – Define towed, impounded, or relocated vehicles and fees payable at the time vehicle is released.</p> <p><b>1/2009</b> – Overnight parking restrictions for snow removal.</p> <p><b>3/2011</b> – New parking violations for garages / ramps.</p> <p><b>3/2013</b> – Added violation improper use of department service permit</p> <p><b>2/2014</b> – Change in towing contract – removed large vehicle tow</p> <p><b>3/2018</b> – Citations must be paid with 10 calendar days ; afternoon and night permit violations added; meter language changed to timed parking; stored vehicle violation added</p>