

Lot Waiting List Policy

Definition & Purpose

UW Transportation Services maintains a campus-wide waitlist for applicants who are without a parking assignment or requesting a change in their parking assignment.

Policy

- Applicants with a valid UW Wiscard/UW Health ID who apply for annual parking are placed on waitlists for the requested lots if the applicant does not receive an annual assignment.
- Customers who claim an annual parking assignment will be removed from all waitlists. Customers may reapply and place their name on the waitlist for one (1) additional lot choice.
- Eligible applicants with a valid UW Campus/UW Health ID who are new to the parking system may apply throughout the year. A maximum of four (4) lot choices may be entered on waitlists for applicants without an annual assignment.
- Waitlists are used to make additional assignments to parking lots as vacancies occur. Lot capacity is constantly monitored. Assignments are managed as space becomes available.
- Waitlists will be used to make additional carpool assignments as space becomes available in carpool lots.
- Waitlists are maintained by UW Transportation Services for all campus lots by merging applicants from all Transportation Units into one list per lot. The applicant's priority number (assigned by their Unit Transportation Coordinator) determines their placement on the campus-wide waiting lists.
- Waitlists change frequently as new applications, assignments and cancellations are processed. A new applicant with a higher percentile will be placed ahead of those with lower percentiles. After the initial round of parking offers, applicants with no assigned parking will be offered parking before current permit holders, based on their parking percentile.
- As space becomes available, Transportation Services will notify applicants on the waiting lists their parking assignment has been approved. Applicants will be removed from the waitlist if the assignment is not claimed by the deadline date.
- Lots with open spaces (after initial applications have been processed and assignments offered) will be available for purchase under "Annual Permit Availability". Applicants are encouraged to purchase a permit in an available lot rather than applying for lots with waitlists. Refer to the Transportation Services webpage at transportation.wisc.edu for the status of lot availability.

Restrictions

- Waitlists are established only for base lot, park and ride, Flex, carpool, and business alternate permits.

Related References

- Annual Application Process Policy
- Annual Base Lot Permit Policy
- Flex Parking Permit Policy
- Park & Ride Permit Policy
- Priority Percentile Calculations Policy
- Student Annual Permit Policy

Policy Information:

Policy Number	TS-34
Date Approved	4/2001
Revision Dates	3/2003 – UW ID 3/2004 – Maximum 1 waitlist for applicant with parking and up to 4 lot waitlists for applicants w/o parking. 3/2006 – Add “Buy It Now” to policy & Net ID requirement 3/2011 – Remove Buy It Now terminology 4/2014 – Add carpool permit waitlists