

DOWNTOWN PARKING PERMITS STANDARD OPERATING PROCEDURE

LDDA & City of Longmont Parking Enforcement

- Parking permit does not guarantee a parking space
- Inoperable or abandoned vehicles are subject to towing at the owner's expense
- Permit holders are responsible for adhering to the SOP
- Permit holders are encouraged to park away from the alley/back entrances to businesses allowing customers and visitors to the downtown the closest spots

Parking permit term:

- Parking permit is valid for 6 months, January to June and July to December.
- At start of term, permit must be on vehicles on **Jan 1st or Jul 1st** and **NOT** earlier

Fee schedule:

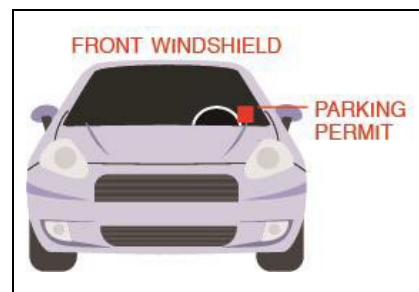
- Permit rate per 6 mos. term: (prorated at time of purchase after start of term)
\$216 – 300E, 300W, 400E, 500E, 500W and 600W
\$120 – 200E Main, RPA Garage (Roosevelt Park Apartments) Longs Peak Ave./Main St. - ground floor only.
For lot sites, visit <https://www.downtownlongmont.com/explore/parking-information>
- **Payments accepted:** Visa or MasterCard, company check, money order or cash
- Pay with CC by phone at 303-651-8484, mail check, or stop in at the LDDA offices at 320 Main St. A static-cling parking permit will be provided after payment.
- **Cancel parking permit** - return the sticker to the office for a refund
- **Lost permit** can be replaced for \$25

Permit INFO Requirements:

- Customer Parking Info Form will need to be filled out for new parking permits or changes to vehicle information - 1) **License Plate #**, 2) **Vehicle Make**, and 3) **Model**. Email form to: emelie.torres@longmontcolorado.gov
- Parking permit is NOT valid unless vehicle is registered under the permit # with the LDDA. Updates to vehicle information will need to be registered with LDDA.

Permit Placement:

- Permit must be displayed on the FRONT WINDSHIELD, DRIVER'S SIDE lower left hand corner and above tinted area →
- Reproduction of original permit is prohibited and will result in forfeiture of parking permit
- Damaged permit needs to be turned in to LDDA for a replacement
- **IMPORTANT NOTICE FROM PERMIT MANUFACTURER:** In order for the static cling permit material to stick correctly to windows, vehicle's interior must be at ROOM TEMPERATURE before applying.



Lot designation:

- Parking permit must be in the vehicle at all times and are valid only in the **lot specified**
- One permit = 1 parking space

Permit sharing:

- **One permit** can be shared by up to 4 vehicles. All vehicles must be registered under the permit # with the LDDA. Parking permit is transferable. Parking permit is NOT valid unless vehicle is registered under the permit # with the LDDA.
- Only one vehicle with the permit sticker can park in the lot over the time limit. Other vehicles sharing the permit parked in the lot over the time limit without physical the permit will receive citations.

What to do when you receive a parking violation ticket: All issues relating to citations should be addressed to the **Parking Enforcement Office** at 303-651-8658 or 303-774-4724 or parking.enforcement@longmontcolorado.gov.