

DOWNTOWN PARKING PERMITS STANDARD OPERATING PROCEDURE LDDA & City of Longmont Parking Enforcement

- A parking permit enables you to park your vehicle in the designated lot all day
- 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:

- A 3"x3" permit decal will be provided at time of purchase or each renewal period
- Parking permit is valid for 6 months, January to June and July to December.
- Permit must be on vehicles at start of term, on **Jan 1st or Jul 1st** and **NOT** earlier

Fee schedule:

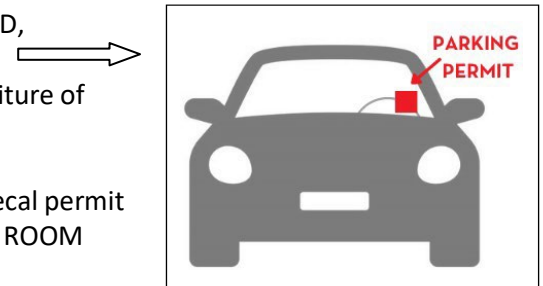
- Permit rate per **6 mos. term**, prorated after start of term
\$216 – 300E (currently not available), 300W, 400E, 500E, and 600W lots
\$40 – Spoke on Coffman garage, Jan-Jun, Jul-Dec 2024
\$120 – 200E Main, RPA Garage (Roosevelt Park Apartments) facing Main St., ground floor only
For lot map, visit <https://www.downtownlongmont.com/explore/parking-information>
- **Payments accepted:** Visa/MC, company check, money order or cash
- *Payment method:* CC payment - call 303-651-8484, mail check, or stop in at the LDDA offices at 320 Main St.
- **Cancel parking permit** - return the parking permit decal to the office for a refund within 2-3 weeks
- **Lost permit** can be replaced for \$25

Permit INFO Requirements:

- Customer Parking Info Form – New parking permits or changes to vehicle information
- 1) **License Plate #**, and 2) **Vehicle Make**. 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. For vehicle changes, please provide license plate no.

Permit Placement:

- The 3"x3" permit decal 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 decal 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** on the permit
- 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.

Parking Enforcement: All public permitted lots are enforced by City Parking Enforcement except Spoke on Coffman garage.

What to do when you receive a parking violation ticket:

All issues relating to citations should be addressed to the City of Longmont **Parking Enforcement Office, 385 Kimbark St.**, 303-651-8658 or 303-774-4724 or parking.enforcement@longmontcolorado.gov.