

CITY OF LARAMIE
Administrative Services Department
PO BOX C
Laramie, Wyoming 82073

PHONE: (307) 721-5222
PHONE: (307) 721-5324
FAX: (307) 721-5211

City Permit Parking Rules and Guidelines Ordinance No. 1142

Obtaining a parking permit (Section 7A – Application):

To either apply for or renew a Residential Parking Permit, the following documents are required in accordance with your application:

- Proof of residence within a designated sector (a lease, utility bill, bank statement, etc.)
- Vehicle registration or automobile insurance policy (for VIN verification)

(Section 7D – Duration and Renewal of Permit; Section 10 – Fees):

Parking permits are valid for a term of one year beginning on September 1st and expiring August 31st of the following year. Permits issued after the commencement of the term shall be for the unexpired portion of the term, with the fee to be prorated in one-month increments. Parking permits are \$12 annually and will be prorated based upon the month in which they are purchased. Guest permits are 6/\$1.

Placement of permits and guest permits (Section 7G – Display):

Permits shall be placed in the lower left-hand corner of the driver's side windshield whenever the vehicle is parked within the district. Guest permits shall be placed on the driver's side dash of the vehicle as to be visible to law enforcement personnel.

Guest permits (Section 7F2 - Guest Permits; Section 10 – Fees):

A resident of the district may apply for and receive temporary parking permits for guests. Guest permits shall contain a blank area which the user shall fill in with the date of use in ink or indelible marker. A guest permit is intended for single use and valid only for the date inserted. Duplication of guest permits is prohibited under penalty of law.

The guest permits are needed Monday – Friday, 6 am – 6 pm. The first six guest permits issued with an annual parking permit are free. Thereafter, the fee is \$1.00 for each six guest permits.

Service vehicles (such as plumbers, electricians, etc.) must either be given a guest permit to use while working at an address within a parking district or may receive a temporary work permit from the City Manager's Office at City Hall. Guest permits shall not be used for commuter vehicles (as UW students, UW Employees and those doing business with the University of Wyoming) The city manager may issue temporary visitor parking permits to residents and property owners within the district for use of bona fide temporary visitors, for a limited duration not to exceed thirty days.

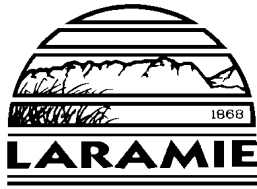
Transfer of permits (Section 7E – Transfer):

Permits may not be transferred from one vehicle to another unless the vehicle for which the permit was issued is sold or otherwise disposed of (replaced windshield, the vehicle is involved in an accident, etc.). If the holder of a valid permit returns the original permit to the City, the City will cancel the old permit and issue a new permit for the new vehicle for the unexpired portion of the permit term.

To establish a district (Section 4 – Initiation):

Please see the City Manager's office for applications and additional information about establishing residential permit parking districts.

Issuance of this permit does not guarantee or reserve a parking space.



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Application for Residential Permit Parking City of Laramie Limited Parking District

Instructions: 1. Fill out and submit this application, along with copies of your proof of residence and proof of vin number, via mail or by dropping in the payment drop box located outside the main doors of City Hall, 406 E. Iverson. 2. Staff will call you at the phone number provided. If Staff have any questions, you may be asked to provide further information. If Staff inform you that you have been approved for a Residential Parking Permit, you will have three options for payment: Drop payment in the drop box at City Hall, mail payment via check or money order made out to City of Laramie or call 307-721-5222 to pay via debit or credit card over the phone. 3. Once payment has successfully been made, Staff will mail your permit(s) to the address provided that lies within the Residential Parking District. 4. Adhere your permit to the inside of your vehicle, bottom left corner of the windshield.

- Permit Year September 01, 2019 – August 31, 2020
- Permit Year September 01, 2020– August 31, 2021

Name: _____

Address: _____

<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
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Phone Number: _____ Email Address: _____

(PROOF OF RESIDENCE WITHIN THE DISTRICT MUST BE FURNISHED. PROOF OF RESIDENCE MAY BE ONE OF THE FOLLOWING: SIGNED LEASE, UTILITY BILL IN RENTERS NAME, OR CURRENT WRITTEN EVIDENCE OF LIVING IN THE DISTRICT. PROOF OF VEHICLE IDENTIFICATION NUMBER (VIN) MUST ALSO BE FURNISHED . PROOF OF VIN NUMBER CAN INCLUDE REGISTRATION, INSURANCE, OR TITLE OF VEHICLE.)

Vehicle Information	
Make, Model & Color:	
Year:	
License Plate #:	
VIN:	

Name of Vehicle Owner: _____

(IF APPLICANT IS NOT OWNER, OWNER MUST BE APPLICANT'S PARENT OR LEGAL GUARDIAN.)

Internal Use Only Sector #: _____

PERMIT # 2019-2020	GUEST PERMITS	GUEST PERMITS	PERMIT # 2020-2021	GUEST PERMITS	GUEST PERMITS

Fees: Residential Parking Permit (Prorated per month): \$12.00 (Including first 6 guest permits)
 Additional Fees \$1.00/6 Guest Permits

- Registration Checked
- Residence Verified
- Fee Paid

Application Taken by: _____ Date: _____ Amount: _____