



**CARPOOL PARKING PERMIT APPLICATION**

Alternative Mode of Commuting Parking Registration

Please type or print clearly and fill in form completely.

Incomplete forms will not be processed.

**HOME INFORMATION**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

**WORK INFORMATION**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Building: \_\_\_\_\_ Suite #: \_\_\_\_\_

Work Hours: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

COMMUTING INFORMATION: (Please check the appropriate box)

Bicycle  Drop-off Carpool  Walker  Transit (1or2 zone)Route#(s)\_\_\_\_\_

Vanpool.....Vanpool Number: \_\_\_\_\_ Driver: \_\_\_\_\_

Carpool.....Carpool Partners Name(s): \_\_\_\_\_

(NOTE: Each member of the carpool must complete this application form)

Garage Card Key# (Carpools Only): \_\_\_\_\_

Where do you catch your carpool/vanpool: \_\_\_\_\_

Please provide the pertinent information for each car that You will be driving:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ License: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ License: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ License: \_\_\_\_\_

**CERTIFICATION:**

I certify that I use the listed alternate mode of commuting to and from work at least four (4) days per week. If any changes occur in my participation in this program, I agree to promptly notify the Building Transportation Coordinator (BTC) at (206) 774-4368. I understand that the BTC will conduct quarterly recertification and I agree to confirm my status as a participant and further acknowledge that failure to do so may result in my being removed from the program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Internal Use Only	
Received: _____	Confirmed: _____
Letter Sent: _____	Garage: _____
Carpool #: _____	Initials: _____



## **CARPOOL PARKING AT A DISCOUNT**

Reduce the cost of your workday commute. Carpools registered with Fourth & Madison qualify for discounted parking.

### **TO QUALIFY**

1. Be at least two adults who reside more than two miles from the carpool parking location, and
2. Live and work near one another or share more than 50 percent of a common route to and from work, and
3. Commute together to and from work at least four days a week, and drive in to your registered garage together.
4. No member of your carpool may hold, simultaneously, a parking permit for another area or have had a permit revoked.
5. The vehicle may not pass by or through the assigned carpool parking area in order to pick up participants.
6. Each participant must read, complete and sign the application and agreement form included in this brochure. Designate a carpool “manager” to distribute information and to collect and return application and renewal forms.

### **RENEW PERMITS QUARTERLY**

The Building Transportation Coordinator (BTC) mails or delivers renewal forms to participants in the carpool program. Unless special arrangements are made in advance, permits not renewed in a reasonable amount of time will be cancelled. Each member of the carpool completes and signs the form and returns it to the company carpool manager or the BTC.

### **CHANGES**

Report changes in your carpool to your company carpool manager or the BTC immediately. New participants must complete a parking and carpool application form.

**MISUSE OF PERMIT** may result in a citation, vehicle impound, revocation of the permit, and fines of \$250. Misuse includes, but is not limited to:

1. **Failure to comply** with the information outlined above;
2. **Falsifying information** on this application or renewal forms;
3. **Duplicating** a permit;
4. **Transferring** a permit to persons or vehicles not registered to your carpool;
5. **Having concurrent**, monthly parking at another facility;
6. **Receiving a transit pass subsidy** concurrently with a carpool parking discount.

### **PRIVILEGE AND RESPONSIBILITY**

As a carpooler you receive a direct benefit from this program in the form of discounted parking fees. The public benefits too from reduced traffic congestion and improved air quality. Because we share the benefits, we are able to share the costs. These benefits are seriously undermined when individuals misuse permits in order to take advantage of the parking rates offered through this program. If you know of or suspect misuse of a carpool permit, please call the Building Transportation Coordinator at (206) 774-4368.