

Permit period: **May 1, 2011 – October 31, 2011**



Permit # _____

Business Name: _____

Business Phone # _____

BAINBRIDGE ISLAND DOWNTOWN EMPLOYEE PARKING PROGRAM

Section 1. Parking Participation Requirements

Employee parking permits (“Parking Permits”) are available through the Bainbridge Island Police Department (“Police Department”) to any commercial property owner or business with a valid City business license. Each commercial property owner or licensed business wishing to participate in the Employee Parking Program shall submit the following information when making an application for, or renewal of a Parking Permit:

- a. The name and address of the commercial property owner or business;
- b. For commercial property owners applying to participate, a complete list of all tenants located at the commercial property with employees who will be assigned a Parking Permit;
- c. The name of each employee that will be assigned a Parking Permit;
- d. The make, year, color and license plate number of each participating employee’s vehicle;
- e. A statement, signed by the commercial property owner or the authorized representative of the licensed business, that the commercial property owner or licensed business shall: (1) comply with these Employee Parking Regulations; (2) guarantee that all persons being issued a permit have received, read and signed a copy of these Employee Parking Regulations; (3) maintain a current, accurate record of Parking Permits assigned to the commercial property owner’s tenants or the employees of the business; and (4) post at the premises of the commercial property or licensed business these Employee Parking Regulations and a map depicting the location of employee parking; and
- f. A true and correct copy of a valid business license for each of the commercial property owner’s tenants that will be issued an Parking Permit, or for the business applying to participate in the employee parking program.

The Police Department will administer the Parking Program and may add to or modify these regulations.

Section 2. Issuance of Parking Permits

Upon confirmation that an eligible commercial property owner or licensed business has submitted a complete and accurate employee parking participation form, and has paid the required fee, the Police Department will issue Parking Permits to the commercial property owner or the licensed business. The Police Department shall have the discretion to determine the number of Parking Permits issued to or renewed for each commercial property owner or licensed business, based on the number of permits requested by the commercial property owner or licensed business and on the availability of parking in the areas designated for employee parking.

The fee for a new or renewed Parking Permit shall be \$20.

Parking Permits shall be valid for six-month periods, except as may otherwise be specified by the Police Department. Parking Permits may be renewed for six-month periods in accordance with the procedures for obtaining an original employee parking permit. The fee shall be prorated by sixths for an initial period of months less than six.

Any person assigned an initial or renewed Parking Permit must pick up the Parking Permit from the Police Department and sign these regulations. Expired permits must be returned to the Police Department.

Section 3. Use of Parking Permits

A Parking Permit authorizes any vehicle properly displaying the Parking Permit and complying with these regulations to exceed the posted parking hours. Compliance with these regulations includes the following:

- a. Persons using Parking Permits may use them to park only in areas designated in Section 4.
- b. Parking Permits may be used only while the holder is actually working at the participating business or property.
- c. Persons using an employee parking permit shall not park in an employee parking designated area while traveling outside of the city, unless the travel is work-related, and the work originates from and concludes at the participating business or property within a 24-hour period.
- d. Individual employees shall not transfer an employee parking permit to another person. Participating commercial property owners or businesses may transfer an employee parking permit from one employee to another.
- e. All persons who are assigned Parking Permits shall acknowledge receipt of the rules and regulations and a map designating the employee parking areas, agree to review posted employee parking rules and regulations at least monthly, and obey all temporary postings by the City, or their agents or employees.

Section 4. Areas Designated for Employee Parking

Employee parking areas include: [a] the City-owned gravel lot north of Winslow Way assigned for Employee parking (clearly marked on east end of gravel lot); and [b] designated parking on

Bjune Drive. (See attached map for designated areas). This includes any alternative parking locations identified by the Police Department.

Section 5. Violations

An individual who violates any of these regulations or BIMC Chapter 10.08 shall be liable for a civil infraction. Additionally, any commercial property owner or business that violates any of the provisions of these regulations or BIMC Chapter 10.08 shall not be permitted to participate in the employee parking program. Such owner or business shall not be issued Parking Permits and shall return any Parking Permits previously issued to the commercial property owner or business.

I have received, read and understand the above rules and regulations of the Downtown Employee Parking Program and a map designating the employee parking areas.

Employer

Signature: _____ **Date:** _____

Printed Name: _____

Employee (Permit Holder)

Signature: _____ **Date:** _____

Printed Name: _____ **Permit #:** _____

For office use only below this line

Processed Date _____ **Check #** _____ **Cash** _____

Master List _____ **Employee #** _____ **Business #** _____