

Annual Baselot Permit Policy

Definition & Purpose

This policy defines annual parking permits for faculty, staff and students with a valid UW Madison Campus ID whose work address is on campus. All faculty, staff and students are required to pay for parking on campus.

Policy

- Faculty and staff with a valid UW Madison Campus ID and NetID must apply online annually (through their Unit Transportation Coordinator) for an Annual Baselot assignment.
 - Annual Baselot Permits are primarily for use during a regular (40 hr M-F) workweek. At all other times the lot may be open to the public or may be reserved for other uses.
 - Permitted vehicles may not park in the assigned lot for more than 72 hours without authorization from UW Transportation Services.
 - Snow removal restriction for the period beginning November 15th through March 15th:
 1. No on street parking from 2:00 AM through 6:00 AM
 2. Overnight parking is restricted to designated areas on campus
 3. Refer to website www.wisc.edu/trans for updated parking restrictions for snow removal
 - Annual Baselot Permits may not be transferred or sold.
 - Annual Baselot Permits must be properly displayed and correct license plate numbers must be on file with UW Transportation Services.
 - One (1) Permit (hangtag or permanent sticker) will be issued per Annual Baselot parking assignment.
 - **Display Options**
 1. **Annual Baselot Hangtag** - hung from the vehicle's rear view mirror, displayed in a plastic pouch or from a manufacturer's permit clip on the inside lower left hand corner of the windshield. Remove all items from mirror or window that block the permit from view. Permit must be visible by Field Services staff when the vehicle is parked on campus.
 2. **Permanent Sticker** – Sticker must be permanently affixed to the inside lower left corner of the front windshield and limits the use of the permit to one (1) vehicle.
 3. **Motorcycles/Convertibles/Mopeds** - acrylic holder (shield) is available for permitholders with registered motorcycles, convertibles or mopeds to secure permit to vehicle. Parking is valid in assigned lot only.
 - The permitholder is responsible for returning permit and notifying UW Transportation Services when employment is terminated or the annual parking assignment is no longer needed. The permitholder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to UW Transportation Services.
 - Permitholder is responsible for using gate card/permit to enter gated lots. UW Transportation Services collects information from the gate system and staff is not authorized to raise the gate for customers except on those occasions where the gate system is malfunctioning.
 - Annual Baselot permitholders may receive a maximum of three (3) temporary parking permits per parking year. Each Temporary Permit may not exceed one day.
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Restrictions

- There may be times when Annual Baselot permit holders will be notified in writing and required to park in other areas of campus (such as DCI and WIAA, and for maintenance or construction). This is a condition of your acceptance of the annual parking assignment.
- If your assigned lot is full, park in a permit stall that is in the next closest non-gated lot to your original assignment. You must immediately report to UW Transportation Services online <https://fpm-www3.fpm.wisc.edu/Trans/OnlineServices/> that the assigned lot is full.
- Annual Baselot Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, disabled stalls without a State DOT permit (in assigned lot only), loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots used for Special Events. Parking with permits in restricted areas will result in a citation.
- Only one vehicle (registered to your permit) may be parked on campus at a time.
- Failure to follow UW Transportation Services policies may result in your parking privileges being revoked.
- All citations and other unpaid fees that are due to UW Transportation Services must be paid prior to applying or accepting an annual permit assignment.

Special Baselot Restrictions

- Lot 53 – Restricted to Heating Plant staff only.
- Lot 72 – Restricted to Heating Plant staff only.
- Lot 11 – Restricted to staff approved by the Chancellor's Office.
- Lot 23 – Restricted to System Admin or L&S staff approved by UTC.
- Lot 65 – Restricted to WARF staff only.
- Lot 68 – Restricted to Housing staff only.

Related References

- Alternative Transportation Options Policy
 - Annual Application Policy
 - Lot Times & After Hour Parking Policy
 - Permit Rate Policy
 - Moped/Motor Scooter Policy
 - Motorcycle Permit Policy
 - Payment/Refund/Cancellation Policy
 - Business Alternate Permit Policy
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Policy Revisions:

Policy Number	TS – 17
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Date	3/2002 – New Permit System Changes 3/2003 - New Permit Design Changes 3/2004 – Permit Display Options 3/2005 – Clarification of temporary permits 3/2006 – Basemat permit displayed with State DOT valid in UW DIS stall in assigned lot only. 3/2007 – Require payment of all fees & citations prior to applying for or accepting parking. 1/2009 – Overnight parking restrictions for snow removal.
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