

Annual Application Process Policy

Definition & Purpose

Each year annual parking permits are assigned for the period September 1 through August 31. There is limited parking available so a priority system is used to assign parking to a limited number of applicants.

Policy

- Current applicants on the wait list and existing Annual Permitholders will receive an e-mail notification in May to renew their parking application for the new permit year. The web page parking application must be completed by the deadline set by UW Transportation Services.
- New applicants must contact their Unit Transportation Coordinator to apply for parking.
- New Annual Permit applications that are received after the application deadline will not be processed until permit assignments for the new permit year have been processed.
- New applications for the current permit year will be processed as parking becomes available.
- All Annual Permit applications must be assigned a priority number by the Unit Transportation Coordinator before the application can be processed and parking assigned.
- Applicants will be notified by e-mail of their new parking assignment.
- Applicant must claim parking assignment by the deadline date or assignment will be offered to applicants on the wait list.
- If applicant fails to respond or chooses not to accept their assignment by the posted deadline date, their assignment will be cancelled.

Related References

- Annual Basemat Permit Policy
- Flex Permit Policy
- Carpool Permit Policy
- Business Alternate Permit Policy
- Park & Ride Permit Policy
- Disabled Permit Policy

Policy Revisions:

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