



Application for Type E Parking Permit

E Permits cost \$10 per month.

Only Downtown Employees and Business Owners may apply for type E Permits.

I am applying for an E Permit to park:

North of the Railroad Tracks (Zone EN) or South of the Railroad Tracks (Zone ES)

Applicant Information (Print or Type)

Name: _____

Address: _____ Zip: _____

Phone: _____ E-mail: _____

Employer / Business Owner Information (Print or Type)

Business Name: _____

Owner's Name: _____ Business License No.: _____

Address: _____ Zip: _____

Phone: _____ E-mail: _____

With this application, employees must provide copies of two (2) current pay stubs or a letter of employment from their employer.

Once you are approved, you will receive instructions from ParkFlag@flagstaffaz.gov with instructions on accessing your permit, adding your license plate number, and method of payment.

By signing below, the undersigned understands and agrees to all provisions related to the program, summarized on the reverse side:

Signature: _____ Date: _____

Mail / Drop-off this application to:

ParkFlag • 6 East Aspen Avenue • Suite 200 • Flagstaff • Arizona •
86001

Or, Email this application to:

ParkFlag@flagstaffaz.gov

E Permit Parking Program

Full information about the Employee Permit (E Permit) Parking Program is documented in the Administrative Guidelines of the Comprehensive Parking Management Program.

The following are summarized highlights.

- The applicant must be an employee or business owner of a business on a street that has pay-to-park (metered) parking installed on the street in front of the property.
- E Permit holders are allowed to park on public streets and in public parking lots where the signs indicate employee parking (Pay-to-park and E Permit Exempt or Permit Parking Required and E Permit).
- Having a parking permit **does not guarantee** that a parking space is available. If the spaces are full, permittees need to park elsewhere and follow the regulations (signs) for where parked, including paying to park if parked in a pay-to-park space.
- E Permits are only valid while the permittee is working and only valid in the zone for which they were issued (North or South). Employees or business owners of a business within six hundred (600) feet, or approximately two blocks, of the railroad tracks may choose either a north or south zone permit.
- The only physical permit is the license plate(s) associated with the permit. Out-of-state and temporary license plates may be used. A permit is not valid if the license plate is not clearly and properly displayed.
- A permittee with multiple vehicles may associate multiple license plates with the same permit. And, permits may be shared with other employees by the permittee by associating their license plates with the same permit. However, **only one vehicle may park using the permit at any one time**. Permits are not transferable and may only be used by the permittee and vehicles they associate with the permit.
- E Permits may not be used for long-term storage of personal vehicles or company vehicles. Vehicles left over seventy-two (72) hours are subject to being towed away.
- It is unlawful for an applicant to falsely represent themselves as eligible for a permit or to furnish false information on this application and such persons are ineligible for any ParkFlag permit.
- **E Permits must be purchased annually and expire July 1 of every year**. Until more parking spaces are available, applicants receiving permits will be determined by lottery each year.
- Failure to pay for the permit each month will automatically void the permit and it will be sold to someone else. Permittees are allowed and encouraged to pay for permits annually instead of monthly.
- No refunds will be issued for permits returned during period of valid use.
- In exchange for NOT getting an E Permit, at no cost, ParkFlag will provide a NAIPTA EcoPASS (bus pass) to anyone eligible for an E Permit. Obtaining a NAIPTA EcoPASS, or type T Permit, is subject to availability. Contact ParkFlag to obtain this permit and note that a vehicle license plate number is required.
- All other parking laws apply, including but not limited to:
 - Accessible parking restrictions
 - Seasonal parking restrictions
 - Parking within the lines or markings
 - No parking on sidewalks, loading zones, and similar regulations

Questions?

ParkFlag@flagstaffaz.gov

(928) 213-2960