



Please return completed application to:
City Clerk,
City of Walla Walla
15 N. 3rd Ave
Walla Walla, WA 99362
(509) 524-4348 - phone
(509) 524-7915 - fax
ineissl@wallawalla.gov - email

**APPLICATION FOR PAID PARKING PERMIT
FOR CITY-OWNED COVERED PARKING SPACE PURSUANT
TO WALLA WALLA MUNICIPAL CODE SECTION 10.13.125
JULY 1, 2024 - JUNE 30, 2026 CYCLE**

(* ITEMS ARE REQUIRED- Incomplete applications will not be considered.)

***NAME:**

***ADDRESS:**

***CITY, STATE, ZIP:**

***PHONE:**

(home/*cell)

(work)

***E-MAIL:**

***VEHICLE MAKE, MODEL, YEAR AND LICENSE (PRIMARY)**

VEHICLE MAKE, MODEL, YEAR AND LICENSE (SECONDARY)

Obligations of applicant:

1. To pay, within seven (7) days of written notice, twelve months permit fee for an assigned parking space. The annual permit fee will only be prorated if the initial permit is less than twelve months and no refunds will be granted for early termination. If any payment is returned to the City for insufficient funds, applicant will have forfeited all rights to a permitted parking space.
2. Permitted parking shall be restricted to permit holder's assigned space, as marked. Any disputes will be reported to and resolved by the Walla Walla Police Department.
3. Applicant agrees that parking privileges are subject to the City's right to temporarily suspend the permit holder's right to use the parking space upon reasonable notice for events and activities authorized by the City and without notice in the case of an emergency. No refund or rebate shall be returned to applicant for period in which parking privileges are temporarily suspended.
4. Applicant understands and agrees that any parking permit granted by the City is a temporary license only, and the City may revoke a parking permit in its sole discretion and without cause at any time upon pro rata repayment of any unearned permit fees.

By signing this application, the applicant agrees to abide by the rules and regulations governing City-owned paid covered parking permits.

***Applicant's signature**

***Date**

**CITY OF WALLA WALLA
RULES AND REGULATIONS GOVERNING
CITY-OWNED PAID COVERED PARKING PERMITS
PURSUANT TO WALLA WALLA MUNICIPAL CODE 10.13.125
JULY 1, 2024 - JUNE 30, 2026 CYCLE**

1. The fourteen (14) parking spaces located under the Farmer's Market shelter shall be available for use only by permit between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday.
2. Permits shall be issued only in the name of an individual. No permits will be issued to a business or other entity.
3. Permits shall be non-refundable. Permit holder may submit a written request to transfer the permit to another individual. The City Manager, or designee, will consider permit transfers on a case-by-case basis.
4. A list of the fourteen (14) authorized permit holders and vehicles shall be maintained by the City Clerk. Copies shall be provided to the City Manager, the Finance Division, and the Police Department. The City Clerk shall also maintain a list of alternates in case a vacancy should occur.
5. The annual permit fee for the period July 1 through June 30 is \$468.00. The annual permit fee will only be prorated if the initial permit is less than twelve months. If permit fee is returned for insufficient funds, the assigned parking space shall be forfeited and awarded to an alternate.
6. Permits will be issued upon a drawing of all eligible applicants every two years. Applicants shall have seven (7) days to pay the applicable permit fee, upon written notice by the City. If permit fee is not paid within seven (7) days, the parking permit will be forfeited.
7. Permit holders shall be responsible for notifying the City Clerk of any changes of address, telephone number, or permitted vehicles authorized by the paid parking permit.
8. Permit holders will be responsible for contacting the Police Department if permitted parking space is occupied during the restricted parking hours. The illegally parked vehicle shall be towed at the violator's expense.
9. Permit holder parking shall be limited to the numbered and assigned parking space. It shall be the responsibility of the permit holder to ensure that their vehicle is parked completely within this assigned space and does not encroach into neighboring spaces.
10. The City of Walla Walla shall not be responsible for any damage to vehicles parked within the restricted parking area.
11. The Walla Walla Police Department is responsible for handling any disputes pursuant to these rules and regulations.
12. Parking privileges are subject to the City's right to temporarily suspend the permit holder's right to use the parking space upon reasonable notice for events and activities authorized by the City and without notice in the case of an emergency. No refund or rebate shall be returned to applicant for periods in which parking privileges are temporarily suspended.
13. The City Manager of the City of Walla Walla reserves the right, upon ten days written notice to permit holder, to revise these rules and regulations and/or to impose temporary parking restrictions upon permit holder.
14. The City Manager of the City of Walla Walla is the final authority for any interpretations or disputes arising from these rules and regulations.
15. Any parking permit granted hereunder is a temporary license only and the City may revoke a parking permit in its sole discretion and without cause at any time upon pro rata repayment of any unearned permit fees.