



## Montrose Shopping Parking Employee Permit Application

The City of Glendale began the Montrose Shopping Employee Parking Permit Program in 2004 to assist employees of local businesses in the Montrose Shopping Parking and Sparr Heights districts with their employee parking deficiencies. The City implemented this program which allows employees with parking permits to park in specific parking lots beyond the posted time limits. A cost of \$120.00 per permit was approved which helps recover costs for implementing, and maintaining the program. For more information, please visit [www.glendaleparking.com](http://www.glendaleparking.com).

Business owners may purchase up to two (2) Montrose Shopping Park Employee Permits and must show proof that they are the business owner. Employees or representatives are not permitted to purchase permits directly from the City. The City may allow additional permits to be purchased at it's sole discretion.

The program requires the business owner to provide proof that they own the business within Montrose or Sparr Heights district. Once that is determined by evaluating specific documents, a permit shall be issued to that business owner for their employee's use. This is an important process that maintains the parking integrity within the districts.

To order the Montrose Shopping Parking Employee parking permits, please follow all terms and conditions (see back) and mail in the necessary documents, and this form to the address stated above. Please include a copy of the following:

- Legal photo or Driver's License of Business Owner
- Zoning Use Certificate

Please include a copy of one of the following documents with both items requested above:

- 1) Business Utility bill
- 2) Business Phone Bill

Include the license plate of each vehicle that will be issued a permit in the location provided below. Only one permit, per vehicle shall be issued. If requesting more than two permits, please include the license plates for each vehicle on a separate sheet of paper. *Please make check payable to "City of Glendale". Do not send cash.*

Name of Business: \_\_\_\_\_ Address: \_\_\_\_\_

Owner Name: (Please Print) \_\_\_\_\_ Phone Number: \_\_\_\_\_

License Plate #1: \_\_\_\_\_ License Plate #2: \_\_\_\_\_

*I have read and agree to all terms and conditions on the back of this form.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Only employees of the Montrose Shopping Park may utilize the parking permits. Permits are to be utilized during shop business hours or during the performance of job duties. Customers, visitors, and vendors may not utilize these permits under any circumstance.

Business owners and employees using the permits must abide by all posted time restrictions. The permits do not exempt the user from parking between the hours of 3am to 5am in any parking lot.

Business owners and employees must obey all GMC and CVC vehicle code sections at all times including: No backing into spaces; park in marked stalls only, etc.

Permits are only valid in the "3-Hour - Except by Permit" parking spaces located within Montrose parking lots 1, 3, 4, 6 and 7. See map below. Parking outside of these boundaries may result in a parking citation. The vehicle's owner resumes all responsibility for the parking citation.

The verification documents listed on the back of this form are very specific and mandated in order to obtain a parking permit. The verification documents are the responsibility of the requester. Failure to provide these documents will result in an incomplete application and will prevent your parking permit from processed.

Parking permits must be displayed by hanging them from the rear-view mirror, facing forward. All city issued parking permits must be displayed at the proper location. Placing permits on the dashboard, seats, window seal, etc. will risk the chance of the permit not to be visible for the parking officer and will result in a parking violation. A vehicle may be towed when it is parked and left standing 72 hours or more and are in violation of local and vehicle code ordinance. This permit does not exempt vehicles from the provision of 22651(k) or G.M.C. Title 10. All Montrose Shopping Parking Employee Permits are only valid in the posted "3-Hour except by permit" parking spaces located in Montrose parking lots 1, 3, 4, 6, and 7. See Map Below.

