

**STATE OF CONNECTICUT**  
**Office of Policy and Management | Parking Permit Application**

**Application Guidelines**

To keep parking as orderly and accident free as possible, the following guidelines must be observed:

- All cars must be registered before being parked in any DAS parking facility.
- One (1) parking permit per person.
- When a vehicle is sold or traded, the permit must be updated.
- A \$10.00 fee will be charged for a replacement access card, and a \$5.00 fee will be charged for a parking hangtag.
- Employee's agency representative as verification of employment must sign application.
- Parking assignments are TEMPORARY and can be withdrawn at any time at the discretion of DAS or when the long-range use of any parking facility changes.
- Re-assignment to another facility will only be authorized upon return of the previously issued hangtag and revised application.
- [Please print this page only, sign & date, and provide to HR.](#)

State Employee Driver Name \_\_\_\_\_

Division \_\_\_\_\_ Work Phone: (     )     - \_\_\_\_\_

Handicap Permit No. \_\_\_\_\_ Width Required \_\_\_\_\_ Van \_\_\_\_\_ Vehicle \_\_\_\_\_

**Primary Vehicle**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

To Whom Registered \_\_\_\_\_ Marker Plate No. \_\_\_\_\_

**Second Vehicle**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

To Whom Registered \_\_\_\_\_ Marker Plate No. \_\_\_\_\_

**Third Vehicle**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

To Whom Registered \_\_\_\_\_ Marker Plate No. \_\_\_\_\_

**Approved by Agency Representative**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*I have read and agree to abide by the State Department of Administrative Services Parking Guidelines and Policies.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use Only</b>		
<b>Assigned Facility</b>	<b>Color</b>	<b>Number</b>

## **DAS FACILITIES PARKING RULES & REGULATIONS**

### ***Speed limit in parking lots is 5 miles per hour.***

Agencies Human Resource department manages all agency parking assignments.

In order to keep parking in DAS maintained facilities as orderly, accident free and safe as possible, the following rules and regulations must be observed.

1. Parking privileges cannot be re-assigned or transferred, it is solely for the use of the individual to which it was assigned.
2. Parking permit must be visibly displayed while utilizing any DAS Parking facility (hang tags must be hanging in plain view).
3. One parking permit per employee.
4. All cars must be registered before parking cars in a DAS managed parking facility.
5. Certain areas of the parking lot are “reserved” and/or “assigned”, which include the carpool and vanpool areas. This spots are numbered. Employees who are not assigned to these spots must park in general parking.
6. You must park only in the appropriate area/lot assigned to you.
7. Reserved and assigned parking areas are for individuals assigned to them only and should not be loaned or utilized by anyone other than the designee. These spots are numbered.
8. If a person’s parking area is not available for his/her use contact security. Under no circumstances can anyone park in another’s assigned area.
9. When a vehicle is sold or traded, parking permit is to be removed from vehicle.
10. DAS reserves the right at all times to reassign individuals to other DAS parking locations.
11. Failure to comply with DAS Parking policies may result in the loss of parking privileges or other administrative action.
12. Changes in parking status, vehicle or driver information must be reported promptly to your Human Resources.

## **ENFORCEMENT OF PARKING RULES AND REGULATIONS**

Violators may be subject to immediate ticket or other enforcement action. If DAS is able to resolve a parking violation by having the violator immediately move the vehicle, DAS will endeavor to do so. This however is at the discretion of DAS.

The following violations will result in enforcement action at vehicle owner’s expense.

1. Parking in handicapped space without visibility displaying a current valid handicapped permit sign, (placard) or marker plate.
2. Not displaying a DAS parking permit.
3. Parking in unauthorized or reserved area.
4. Double-parking.
5. Parallel parking.
6. Overnight parking without authorization.
7. Parking on sidewalk, entrance or exit.
8. Parking in fire lane.
9. Blocking traffic.
10. Creating a public hazard.

11. Impeding snow removal operations.
12. Obstructing normal business operations (blocking loading dock, dumpsters, etc.)
13. Vehicle parked outside existing parking lines.
14. Unauthorized vehicles.

### **LIABILITY**

The State of Connecticut is not liable or responsible for the loss or theft of vehicles, parts of vehicles, or any article or item left in the employees' vehicle. In addition, the State of Connecticut assumes no liability or responsibility for any damage resulting from vandalism or accidents in DAS provided parking locations.

Remember that parking in a DAS facilities parking lot is a privilege and abuse of it can lead to revocation of those parking privileges.

***The Department of Administrative Services will strictly enforce all parking rules and regulations.***