

TRANSPORTATION

October 5, 2009

Dear Snowmass Village Business Person:

- **SUBJECT: EMPLOYEE PARKING PERMITS FOR WINTER 2009/2010**

As if you're not busy enough, it's time for employee parking permits. Parking in Snowmass Village, as we all know, is at a premium. Please encourage your employees to use the bus system or car pool. For transit service information call the Roaring Fork Transit Agency at 925-8484, the Village Shuttle at 923-2543, or Rideshare at 920-1905.

Employees of businesses adjacent to Town of Snowmass Village regulated parking lots are eligible for one Employee parking permit. Please find enclosed your EMPLOYEE PERMIT AUTHORIZATION FORM. When you return this form to us, you will receive a supply of employee permit applications. Your signature is required on the attached form, as well as on each individual Employee permit application. Each employee must bring the application and his or her current vehicle registration (in his or her name), to be assured a permit.

The permit options are:

- Employee permit-\$45.00
- Employee Restricted (lots 10 thru 13 only) -\$35.00
- Employee Transferable (switch between two cars) -\$80.00

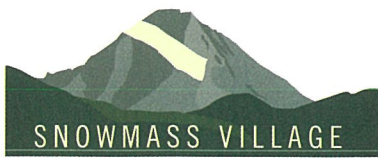
Come to the Transportation Dept. office on Elbert Lane, on the upper level of the mall. Remind them to bring cash or check, we do not accept credit cards. **Please copy the back of this letter to use as an information sheet and distribute to your employees.**

Employee permits are valid for parking in Numbered Lots 1, 2, 3, 10, 11, 12, 13, and Lettered lot E only. Employees living in Snowmass Village are eligible for a Resident permit, which provides more parking options. Please note:

- Vehicles may NOT be stored in any town parking lots. The Snowmass Village Police Department requires all vehicles to be legally registered, permitted, mechanically sound and moved to a plowed parking spot every 7 days. Vehicles NOT moved in 7 days, will be subject to ticket and tow.
- **Please be aware the times of enforcement is between 8am and 1:00pm.**

Thank you in advance for complying with the parking permit system. Please call us if you have any questions or comments at 923-2543.

David Peckler
Transportation Director



Employee Parking Permit information 2009/2010

Please make sure to read all information so you understand your **permit options** and **requirements** before coming in to purchase your permit.

You must bring your **signed and completed form** with your **current vehicle registration** (in your name) or with a letter verifying use of someone else's vehicle. We are located one level above the Snowmass Village Mall on Elbert Lane, across from the Hotel Wildwood. Our office hours are 8 am to 5 pm Monday – Friday. During ski season we are also open Saturday & Sunday 8 am to 12 noon.

Note: We only take cash or checks, **no credit cards.**

Permit options:

Employee Restricted (Lots 10, 11, 12 and 13 only)-**\$35.00**

Employee Permit (Lots 1, 2, 3, 10, 11, 12, 13 and E)-**\$45.00**

Employee Transferable (Lots 1, 2, 3, 10, 11, 12, 13 and E)-**\$80.00**

Employee permits are valid for parking as noted above. Employees living in Snowmass Village are eligible for a Resident permit, which provides more parking options. Your sticker needs to be applied to the **lower left hand (inside) corner of the windshield**. If at anytime during the season you sell your vehicle or replace your windshield, remove as much of your sticker as you can and bring to the Transportation Office (with new vehicle registration) for a **no charge replacement. Failure to return the old permit will result in a full charge replacement fee.**

Vehicles may NOT be stored in any town parking lots. The Snowmass Village Police Department requires all vehicles to be legally registered, permitted, mechanically sound and moved to a plowed parking spot every 7 days. Vehicles NOT moved in 7 days, will be subject to ticket and tow.

Please be aware that enforcement of permits in the numbered lots will be until 1:00pm.

Thank you in advance for complying with the parking permit system. Please call us if you have any questions at 923-2543.

EMPLOYEE PERMIT AUTHORIZATION 2009/2010

Return this form to the Town Transportation Office on Elbert Lane, one level above the Mall. Our mailing address is P.O. Box 5010, Snowmass Village, CO 81615. Call 923-2543 if you have questions regarding the parking permit system.

Business Name: _____

Mailing Address: _____

Physical Address: _____

Business Phone: _____

Manager's Name: _____

Today's Date: _____

Authorizing signatures:

When any one of the signatures below appear on a completed EMPLOYEE PERMIT APPLICATION, along with a valid vehicle registration (which must be in the applicant's name), the Transportation Department will issue that employee either: a \$45.00 single vehicle permit, or a \$35.00 "Restricted" permit (lots 10 to 13), or a \$80.00 transferable permit on behalf of your business.

a) Print Name _____ Signature _____

b) Print Name _____ Signature _____

c) Print Name _____ Signature _____

We will provide you enough applications for the number of employees you permitted last year. If you expect more non-resident employees this year, please contact us for additional applications. Remember that employees living in Snowmass Village should apply for Resident Permits. Your business profits by having as many parking spaces available for customers as possible. **Encourage your employees to car pool, van pool, or ride the bus.**

The penalty for providing false information on a permit application is up to \$1,000.00. Authorize permits only for bona fide employees. **Notify the Transportation Department when permit holders leave your employ.**