



Town of Yountville
"The Heart of the Napa Valley"

**Parking Management Plan
Employer Registration Form**

Please Check One:

First Time Registration Annual Renewal

Business Name

Contact Name _____

Address

E-Mail _____

Phone No. _____

Mailing Address

Fax No. _____

(if different)

Per the Town of Yountville's Employee Parking Management Policy, each organization participating in an Employee Parking Management Plan must submit the vehicle make, model, year, color, and license plate number for each employee vehicle. Please use the space below to provide this information. If more space is necessary, a supplemental document may be attached. **Please also attach a comprehensive list of all employees.**

Total Number of Employee Permits Requested: _____

Total number of Employees on-site during the peak shifts: _____

Make	Model	Year	Color	License Plate Number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				

Parking Management Plan Terms of Use

Initial Term and Renewal of Parking Permits

The Town will issue one parking permit for each employee vehicle included on the employer registration form. The initial parking permits shall be valid until December 31 of the year the permit is first issued. Subsequent permits shall be valid for one year from renewal and for each year thereafter. It is the employer's responsibility to renew prior to the expiration date for all employees that will be employed on December 31. The process to renew a permit is the same as applying for a new permit.

Reporting of Changes

Employers shall submit updates to the registration form for all new employees or new employee vehicles that includes all of the information contained on the employer registration form.

Display of Permit

Each vehicle registered in the program shall be issued a rearview-mirror hanger by the Town. The hanger must be visible when vehicle is parked in an approved area and may not be removed until the employee vehicle is removed from the program.

Authorized Parking Zone

Employees shall be required to park onsite pursuant to the requirements of the employer use permit. If the use permit allows for offsite parking, the employer will be assigned a designated parking zone where employees shall be required to park.

Terms of Use

A vehicle displaying a parking permit shall park only in the employer lot or designated offsite parking zone. A parking permit shall not guarantee or reserve any on-street parking space within the designated program area for the permit holder. All on-street spaces will be available to permit holders on a first-come basis. Permit holders shall not be exempt from parking restrictions or prohibitions established by the Yountville Municipal Code.

Penalty Provision

It is a violation of this policy for an employee to park offsite when onsite parking is required by the employer use permit, to park outside of the designated employer parking zone, or to remove a sticker while the vehicle is enrolled in the program. A violation shall subject the employer to a \$500 penalty for the first violation, a \$750 penalty for the second violation, and a \$1,000 penalty for the third and subsequent violations. Each occurrence per day represents a separate violation.

Enforcement

This program is enforced via regular inspections by Town staff and responses to public complaint.

As the legally responsible individual for this business, I certify that the provided vehicle information is accurate and includes a complete list of each and every employee and agree to the Parking Management Plan Terms of Use.

Signature

Date

Annual Fees Due:

Vehicle Registration Fee (for each employee vehicle):

\$61.00 x (number of vehicles registered) _____ = _____

Parking Permit Fee (for offsite parking only):

\$1,819 x (number of vehicles registered) _____ = _____

Total: _____