

SALT LAKE CITY PERMIT PARKING (CPP) PROGRAM

INSTRUCTION SHEET FOR PARKING PERMIT APPLICATION FORM

FOR NON-RESIDENT PROPERTY OWNERS

For a faster turnaround time, you may apply online through the Citizen Access Portal.

<https://aca-prod.accela.com/SLCREF/Default.aspx>

You will need to “Register for an Account” and “Login” before it will give you the option to “Apply for a City Parking Permit.” You may upload and submit the same documentation requested through the database.

The Parking Permit Application Form is for use by Non-Resident Property Owner/s (persons owning property within the designated permit parking area but not residing on the property) who desire to obtain CPP permits in order to service their respective property. If mailing in an application, payment must accompany the permit application. Only one “Regular” permit per property is authorized for the Non-Resident Property Owner/s. Make check/money order payable to Salt Lake City Corporation. **DO NOT mail cash.** If approved, City Parking Permits will be returned to applicant by mail. Mail completed forms to:

SALT LAKE CITY CORPORATION
DIVISION OF TRANSPORTATION
349 SOUTH 200 EAST, SUITE 150
PO BOX 145502
SALT LAKE CITY, UTAH 84114-5502
PHONE: (801) 535-6630

Line by Line Instructions:

Line 1 NAME: Print name of non-resident property owner corresponding with proof of property ownership (refer to line 7 below) and corresponding with vehicle ownership/control requirements (refer to line 8 below). Only one person need complete and sign the application form. Applicant must also be the custodian of the property and own/control and operate the permit vehicle.

Line 2 PERMIT ADDRESS: Print street address of the non-resident property (parcel) owned by applicant and located within the permit parking area.

Lines 3, 4 and 5: Self Explanatory

Line 6 TYPE OF PERMIT REQUESTED:

- A. Check NON-RESIDENT PROPERTY OWNER
- B. Fill in the mailing address of the non-resident property owner in the space provided.

Line 7 PROOF OF PROPERTY OWNERSHIP:

Choose one of the following options and attach copy(s) of the same:

1. TWO current light/gas/phone/water bills from different utilities bearing name and address corresponding with permit application.
2. Salt Lake County notice of property valuation and tax change or property valuation & tax notice receipt bearing name and address corresponding with permit application.

Line 8 PROOF OF VEHICLE OWNERSHIP/CONTROL: Attach a copy of valid vehicle certificate of registration issued by a state DMV bearing name corresponding with permit application.

1. If the vehicle registration certificate does not bear applicant's name, one of the following must also be furnished (in addition to the registration certificate):
 - a. Copy of vehicle lease or rental agreement corresponding with the name listed on permit application.
 - b. A statement from registered owner of vehicle assigning use to applicant on a long-term basis.

Line 9 DRIVER'S LICENSE: Attach a copy of a Valid Driver's License issued by a state DMV. ID or Student cards will not be accepted.

Line 10 FEE: Fees Vary. Regardless of date purchased, area CPP permits expire on the same date. If less than a full year remains from date of purchase to area date of expiration, permit fee may be pro-rated in quarterly increments. Check with the CPP Coordinator for details.

Line 11 "STATEMENT OF UNDERSTANDING": Please read thoroughly.

Line 12 "APPLICANT SIGNATURE AND DATE": Please sign and date the form.

For question concerning the City Permit Parking Program, please call (801) 535-6630 during our regular business hours.