2018-2019 State Vehicle Permit Application

Departments with State owned vehicles or electric cars are required to complete a parking permit application identifying each vehicle that it owns or leases. Departments will be issued a permit and charged an annual fee.

Definition of State Vehicle Permit

Any department operating a state vehicle on campus or an electric car must obtain a state vehicle permit. Any state vehicle used to perform on-going work responsibilities for the entire university (departments such as the Physical Plant, Campus Mail Service, Public Safety, and Electronic Office Service Center) or to serve the needs of the department (such as attending meetings, running errands, performing services primarily for the department) may be charged the fee of $652.00.

State Vehicle Permits are not the same as Two-Hour Service Permits. Two-Hour Service Permits are to be used in an employee’s personal vehicle only. Departments interested in obtaining Two-Hour Service Permits must complete the appropriate application and follow the procedures for obtaining that permit.

Parking Restrictions

State vehicles may park in the following areas:
- Any space specifically reserved for state vehicles for the time restrictions stated at that space.
- Any non-reserved space, only if all of the service spaces in that lot and adjacent lots are occupied.

State vehicles may not park in the following areas:
- Any reserved space not designated for service vehicles (Reserved-At-All-Times, Carolina Inn, Institute of Government, Reserved Visitor spaces, Disability spaces).
- Any metered space without activation.
- Any unmarked spaces when lot signs indicate such restrictions for state vehicles.

Procedures for Issuance

1. Each department operating a state vehicle on campus must apply for a state vehicle permit.
2. Permits will be issued on an annual basis beginning with the 2018/2019 permit year.
3. Vehicles considered service/non-service will be charged $652.00 (the gated permit fee) for these permit(s).
4. If a department has any questions about the qualifications, contact a parking representative at 962-3951.
2018-2019 STATE VEHICLE PERMIT APPLICATION

Name of Department ____________________________ Dept # ________________
Department CB # ________________ Phone Number ________________
Department Parking Coordinator ______________________________________
Department Head/Chairman __________________________________________

1) How many permits is your department requesting for 2018-2019? __
2) Please explain the need for these permits (use of the state vehicle). If more than one permit is requested, state the reason multiple permits are required.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3) License Plate Number: ___________ State Vehicle Number: ____________
Vehicle Make:_______________________ Vehicle Color: __________________

I have read the guidelines and restrictions and understand that there will be a charge of $652.00 for each permit issued. If the permit(s) is misused, it may result in fines, penalty, or revocation. I agree to contact Transportation and Parking if the permit(s) is lost, stolen, or destroyed and understand that a $25.00 replacement fee may be charged.

Signature: ____________________________ Department Parking Coordinator

FOR OFFICE USE ONLY

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No. Permits Approved_______ Date________ Authorized Signature________

University of North Carolina at Chapel Hill
Transportation and Parking
Public Safety Building, CB 1610, Chapel Hill, NC 27599-1610
(919) 962-3951 (voice) (919) 962-2572 (fax)