



# Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 36

September 17, 1971



## REISSUANCE OF PARKING PERMITS

In order to improve the Parking Management System, increase the utilization of parking spaces available, and to more efficiently administer car pool priorities, all current parking permit holders will be required to file new applications. We plan the following schedule of actions:

1. On September 20, new application forms will be available:

DOT Headquarters Bldg. - Southwest Lobby (Plaza Level)  
Parking Management Office  
(Rm. 2322)  
FOB-10A - Main Lobby

Yellow application forms will be used for car pools; White applications for all others. All current permit holders must file a new application as a prerequisite for reissuance of a permit. Applications under "handicapped" and "overtime" must be resubmitted but need not be revalidated at this time by doctor or administrator.

2. All renewed applications must be returned to TAD-444.3, by September 30.
3. Reissuance of permits is scheduled for the week of October 25. These permits will be effective on November 1. Present permits may not be used for entry in the parking garage after October 31.
4. Car pool permits will be a distinctive color and the applications therefor will require the signature of each car pool member. Each rider will enter his home address and certify that he is an active member of the car pool.
5. The car pool permit holder is responsible for obtaining car pool member information and their signatures of certification. This certification will require updating on a periodic basis.
6. The backlog of applications from car pools with three or more members requires a reduction in two-member car pool permits. Two-member car pool permit holders are advised that their permit may not be reissued unless membership is increased to at least three DOT employees.