Annual Base Lot Permit Policy

Definition & Purpose
This policy defines annual parking permits for faculty, staff and students with a valid UW Madison Campus ID whose work address is on campus. All faculty, staff and students are required to pay for parking on campus.

Policy
- Faculty and staff with a valid UW Campus/UW Health ID must apply online annually (through their Unit Transportation Coordinator) for an Annual Base Lot assignment.
- Annual Base Lot Permits are primarily for use during a regular (40 hr M-F) workweek. At all other times the lot may be open to the public or may be reserved for other uses.
- Permitted vehicles may not park in the assigned lot for more than 72 hours without authorization from UW Transportation Services.
- Snow removal restriction for the period beginning November 15th through March 15th:
  1. No on street parking from 2:00 AM through 6:00 AM
  2. Overnight parking is restricted to designated areas on campus
  3. Refer to website www.transportation.wisc.edu for updated parking restrictions for snow removal
- Annual Base Lot Permits may not be transferred or sold.
- Annual Base Lot Permits must be properly displayed and correct license plate numbers must be on file with UW Transportation Services.
- One (1) Permit (hangtag) will be issued per Annual Base Lot parking assignment.
- Permit Exchange fee charged for annual Base Lot exchanges within the same parking year.
- Display Options
  1. **Annual Base Lot Hangtag** - hung from the vehicle’s rear view mirror, displayed in a plastic pouch or from a manufacturer’s permit clip on the inside lower left hand corner of the windshield. Remove all items from mirror or window that block the permit from view. Permit must be visible by Field Services staff when the vehicle is parked on campus.
  2. **Motorcycles/Convertibles/Mopeds** - acrylic holder (shield) is available for permit holders with registered motorcycles, convertibles or mopeds to secure permit to vehicle. Parking is valid in assigned lot only.
- The permit holder is responsible for returning permit and notifying UW Transportation Services when employment is terminated or the annual parking assignment is no longer needed. The permit holder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to UW Transportation Services.
- Permit holder is responsible for using gate card/permit to enter gated lots. UW Transportation Services collects information from the gate system and staff is not authorized to raise the gate for customers except on those occasions where the gate system is malfunctioning.
- Annual Base Lot permit holders may receive a maximum of three (3) temporary parking permits per parking year. Each Temporary Permit may not exceed one day.
Restrictions

- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots that are restricted for an event will be posted at the entrance to the lot and/or on our webpage at [www.transportation.wisc.edu](http://www.transportation.wisc.edu).
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.
- If your assigned lot is full, park in a permit stall that is in the next closest non-gated lot to your original assignment. You must immediately report to UW Transportation Services online [https://www.fpm.wisc.edu/trans/onlineservices/Default.aspx](https://www.fpm.wisc.edu/trans/onlineservices/Default.aspx) that the assigned lot is full.
- Annual Base Lot Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, motorcycle stalls, service vehicle stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots staffed during Special Events. Parking with permits in restricted areas will result in a citation.
- Only one vehicle (registered to your permit) may be parked on campus at a time.
- Failure to follow UW Transportation Services policies may result in your parking privileges being revoked.
- All citations and other unpaid fees that are due to UW Transportation Services must be paid prior to applying or accepting an annual permit assignment.

Special Base Lot Restrictions

- Lot 53 – Restricted to Heating Plant staff only.
- Lot 72 – Restricted to Heating Plant staff only.
- Lot 11 – Restricted to staff approved by the Chancellor’s Office.
- Lot 23 – Restricted to System Admin or L&S staff approved by UTC.
- Lot 65 – Restricted to WARF staff only.
- Lot 68 – Restricted to Housing staff only.

Related References

- Alternative Transportation Options Policy
- Annual Application Policy
- Lot Times & After Hour Parking Policy
- Permit Rate Policy available on Transportation Services webpage
- Moped/Motor Scooter Policy
- Motorcycle Permit Policy
- Payment/Refund/Cancellation Policy
- Business Alternate Permit Policy
### Policy Revisions:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS – 17</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
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<tr>
<td>Date Approved</td>
<td>4/2001</td>
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| Revision Date | 3/2002 – New Permit System Changes  
3/2003 - New Permit Design Changes  
3/2004 – Permit Display Options  
3/2005 – Clarification of temporary permits  
3/2006 – Base Lot permit displayed with State DOT valid in UW DIS stall in assigned lot only.  
3/2007 – Require payment of all fees & citations prior to applying for or accepting parking.  
3/2010 – Permit exchange fee – remove permanent sticker, decal as permit option. |