



CITY OF LA CROSSE PARKING UTILITY BOARD

400 LA CROSSE ST
LA CROSSE WI 54601-3396

POLICY for the ISSUING & CHARGING FOR ACCESS CARDS

revised 3-25-15

Parking Utility Board Approved: _____

- 1) Access cards will be issued by the parking utility to all monthly parking permit holders for the purpose of gaining access to and egress from parking ramps without the need to take time-stamped tickets upon entry or pay fees upon exit. Permittee's initial card will be issued at no charge. *(PUB approved 11-27-13)*
- 2) Permittee's are responsible for proper care and safeguarding of their access card(s). Proper care and safeguarding shall be defined as that needed to maintain a card in good working condition for a period of 3 years. *(PUB approved 1-22-14)*
- 3) If a replacement card is requested by a permittee sooner than 3 years after issuance, a \$10 card replacement fee shall be paid by the requesting permittee prior to a replacement card being issued. *(PUB approved 11-27-13)*
- 4) Duplicate cards with the same card identification numbers may be issued to persons sharing the same parking stall. If a duplicate card is requested by the permittee, a \$10 duplicate card fee shall be paid by the requesting permittee prior to a duplicate card being issued. Duplicate cards shall be issued for shared parking stalls only and not for convenience. *(PUB approved 11-27-13 & revised 1-22-14)*
- 5) Replacement and duplicate card fees shall not be refundable under any circumstances. *(PUB approved 1-22-14)*
- 6) Access cards may be issued at no cost to maintenance, police, fire and other personnel at the discretion of parking utility management. *(PUB approved 1-22-14)*
- 7) Businesses or individuals may purchase parking permits on behalf of others, but no access cards will be issued unless the individual card user has submitted a signed parking permit application form. Access cards are not transferrable unless a signed parking permit application form is submitted in advance by the card receiver. *(PUB approved 3-25-15)*