

2016 DOWNTOWN EMPLOYEE PERMIT PARKING PROGRAM

PLEASE POST THIS NOTICE AT PLACE OF BUSINESS

2016 Employee Parking Permits are now available! If you are a merchant or employee of the Downtown Danville business district, you are eligible to purchase an employee parking permit for all day parking privileges in designated areas of the Downtown marked "ALL DAY PARKING BY PERMIT". Please refer to the Employee Permit Parking Map for locations.

PERMIT PARKING LOCATIONS ("ZONES")

Employee permit parking locations are divided into three "zones" throughout the the downtown, and can be found by referencing the attached permit parking map. Please note that permit holders must park within the corresponding zones indicated on permit, or otherwise will be subject to the posted hourly parking regulations. Permit parking zones are also indicated on parking signs in the field. Please note that "Zone 2" and "Zone 3" permits are also valid in "Zone 1".

PERMIT PARKING ANNUAL FEES

Employee permits are valid for one calendar year, from January 2016 - December 2016 only. The 2016 annual fee for employee parking permits are as follows (by "zone"):

- Zone 1 ("white") \$25/year
- Zone 2 ("red") \$50/year
- Zone 3 ("blue") \$50/year

PERMIT ORDERING INFORMATION

Employee parking permits are available for purchase online through the Town's website at www.danville.ca.gov/Services/Permits/Parking-Permit/. Click on "Order Employee Parking Permit", and you will be redirected to the Permit Store to begin the application and purchasing process. When completing the online ordering process, be sure to refer to the parking map to select the desired area (zone) of the downtown where you wish to park.

As part of the online ordering process, you will be required to **verify your place of employment** with the Danville Police Department in order to receive your parking permit. Proof of business or employment can consist of a recent pay stub or business card with your name, business name, and business address listed on the card. Simply upload a photo or file of your verification document when prompted during the ordering process. It is encouraged to take advantage of the online documentation verification submittal feature for greatest convenience and to expedite orders.

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PERMIT ORDERING INFORMATION (continued)

There are several methods for which you can submit employment verification. However, as previously described, it is most convenient to submit verification documents electronically during the online ordering process (Method 1):

- Method 1 — Upload verification documents electronically in the form of a photo or electronic file when prompted during the online ordering process. Accepted forms of verification consist of paystubs, business cards or other approved forms. Once the permit order has been processed and employment verification approved, your permit will be mailed to you directly. If you are unable to upload verification documentation during the online ordering process, you may also submit electronic documentation directly by email to Parking_Permits@danville.ca.gov. When emailing supporting documentation, be sure to include your name, address, place of business/employment, and the permit zone indicated on your online application.
- Method 2 — Submit verification documents in-person to the Danville Police Department, 510 La Gonda Way, Danville, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. Via this method, you may still go through the online purchasing method, or, you may purchase a permit directly at the Danville Police Department. Upon payment and successful verification, a permit will be issued to you over-the-counter at the Police Department. Please note that if you choose to come in to the Police Department for manual processing of your parking permit, you may be subject to wait dependent upon staffing priorities.

PARKING PERMIT PLACEMENT

2016 downtown employee parking permits are nontransferable stickers, and shall be affixed to the inside of the front windshield on the lower left-hand side (driver's side) of your vehicle. If you change vehicles over the course of the year, you will be required to submit updated vehicle and license plate information to the Danville Police Department.

For general questions regarding the Downtown Employee Permit Parking Program, please contact the Danville Police Department at (925) 314-3700. If you require assistance with the online permit ordering process, please contact ThePermitStore.com customer service at (805) 963-9400 between the hours of 7:30 am to 5:00 pm PST.

Thank You! The Town of Danville and downtown merchants appreciate your participation!

