

Policy on Special Use of Public Parking

1. Processing of special use public parking permits takes 72 business hours. A one-time administrative fee of \$20 will be charged for each application. The following charges for utilization of public parking spaces for loading purposes will also apply:

Parking Spaces Used	Rate	Tool
Special Event Use	\$60/space/day	Permit

2. **The following are the types of Permits:**

Red Permit: for large-scale loading operations (only permitted between 4am-10am on designated days). First opportunity for load-out with a RED loading permit will be Tuesday (Day 6) after the start of the Festival. NO LOAD-OUT permitted during the first Saturday, Sunday, or Monday of the Festival.

Green Permit: for smaller loading operations such as catering, food/beverage or linen service (15 minute maximum, allowed during day & evening), vehicle may not be larger than 15' in length.

Blue Permit: for the active loading of musical instruments, sound equipment and related materials such as amplifiers, microphones and cords (permitted during the day/evening but with specific parameters on location and timing)

3. The use of public parking spaces for the location specified herein is temporary for a period of no more than listed on reverse. Should any additional time be necessary, the applicant must file an extension for any new permit(s) with this office on or before the expiration date of the permit(s).
4. Permits issued by the department must be displayed: (a) from the mirror if a hang-tag, or (b) on the driver's side of the dashboard if not a hang-tag. Violators of parking regulations, including those who fail to display a valid permit or meter receipt, will result in ticketing or towing.
5. Usage is limited to active loading and unloading. Should the business, organization, or individual request additional use of public parking facilities, they must justify the need to park a vehicle in front of, or near a particular work site or function. Metered spaces may not be used simply for the convenience of having a parking space near or in front of a business. There must be sufficient justification for having a vehicle nearby, such as construction, exceptional delivery needs, approved function of a special event, etc. No permits will be issued to vehicles for overnight lodging.
6. Applicants must present a detailed description of vehicle(s) or item(s) to be placed in parking spaces and a site plan map with the exact location of the space requirement to the Parking Services Department, located at Public Works, 1053 Iron Horse Drive, Park City, UT 84060.
7. Applicants who require the use of the sidewalk or street, within the public right-of-way, must receive authorization and a release of liability from the City. Each permit allows for the use of one parking space, or twenty-two feet along the curb or street, and not more than eight feet into the street, unless otherwise approved by the City.
8. Approval of the application will not be given unless there is/are:
 - a. Equipment or items requiring continuous loading or unloading at a particular work site.
 - b. Vehicle with equipment or items that cannot be hauled for a long distance.
 - c. City-authorized special events or functions that necessitate the use of public parking.
9. Upon approval, the applicant must barricade the affected parking space(s) in order to ensure exclusive use of the permitted space(s). Barricade devices are subject to approval by the City.
10. Permits for metered spaces or parking lots will not be valid for special events (Arts Festival, Sundance Film Festival, etc), unless approved specifically for a specific event.
11. The City reserves the right to change this policy at any time. Abuse of permits will result in permit revocation and potential fines.



SUNDANCE 2022

SPECIAL USE LOAD IN/OUT

For requests in association with the Sundance Film Festival.

Application is per vehicle. For multiple vehicles please submit multiple applications.

RESTRICTIONS: _____

LOCATION: _____

STREET ADDRESS: _____

(Specific Address or Location of Parking Spaces)

Business Name (If applicable)

- REQUEST TYPE**
- Load-IN/OUT (vehicle size L _____ x H _____)
 - Crowd Control/Mitigation
 - Satellite Truck (Brew Pub Lot ONLY)
 - POD/Storage (size L _____ x H _____)
 - Lift/Boom (size L _____ x H _____)
 - Other _____

*SITE MAP INCLUDED: YES (A Google site map with parking spaces CLEARLY MARKED is REQUIRED with application.)

DESCRIPTION OF USE: _____

REQUEST DETAILS:

STALL CALCULATION: (Number of STALLS Requested _____) X (Number of DAYS Requested _____) = _____ **TOTAL SPACES**

COST CALCULATION: (TOTAL SPACES) X (\$60.00) + (\$20.00 application fee) = \$ _____ **TOTAL COST**

*Applies to Main Street, Swede Alley, Heber Avenue, Park Avenue(Heber Avenue to 9th ST.), City Park, Sandridge and Brew Pub Lot.

LOAD IN	START	END	LOAD IN	START	END
DATE(S) REQUESTED	_____	_____	TIME(S) REQUESTED	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
LOAD OUTS (If Applicable)	START	END	LOAD OUTS (If Applicable)	START	END
DATE(S) REQUESTED	_____	_____	TIME(S) REQUESTED	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

ADDITIONAL COMMENTS: _____

APPLICANT

CONTACT NAME: _____ CONTACT PHONE: _____

BUSINESS OR VENUE NAME: _____ CITY _____ ST _____ ZIP _____

MAILING ADDRESS: _____

EMAIL: _____

I understand and agree to the conditions on PAGE 2 of this document and that any approval is subject to modification or cancellation at any time.

Signature: _____ Date: _____

Printed Name: _____

For Internal Use Only:

- Events:**
- Approved by _____
 - Denied (Date _____)

Comments: