

# CAMPUS HOUSING PARKING POLICY EXCEPTION REQUEST FORM

## POLICY INFORMATION

Students living in any form of campus housing are not eligible to receive the affiliate rates for parking or to park overnight in campus lots without an approved resident exception. Residents are expected to walk, bike or utilize public transportation to get around, and those who require occasional campus parking may purchase a Visitor Permit via [AMP Park](#) or purchase hourly, daily or off-peak [C permits](#) (3 AM – 7 AM and 5 PM to 11 PM) via the COSMO permit kiosks. Disabled residents are [exempt](#) from paying for parking and can park on campus with a DMV issued license plate or placard in their name, by registering for a Disabled Access (DSA) permit to accompany the plate/placard at no charge through the Transportation Services.

Residents who feel they have extenuating circumstances that warrant an exception to the Resident Parking Policy may submit a written request to Transportation Services (TS). Reasons such as the distance one lives from home, inconvenient work/class obligations, vehicle ownership or lack of other storage options, social activities, etc. will not be considered as valid basis for an exception. TS reserves the right to deny or authorize requests based on parking availability, and exceptions will be granted only if there is a legitimate, documented need that public transportation or alternative options cannot accommodate. Students who do not have a DMV issued disabled placard/plate but are requesting an exception due to a permanent or temporary disability must first contact the Student Disability Center (SDC) to determine whether referral to the Mobility Assistance Shuttle (MAS) program or other accommodations are appropriate. A copy of the determination from SDC should be included with all requests submitted for medical/disability reasons.

*Students who are granted an exception will have access to the affiliate rates via AMP Park. Any relevant change to the documented circumstances must be reported to TS immediately, to determine whether or not the parking exception will be continued or revoked.*

Granted exceptions are subject to audit, and resident may be required to provide additional documentation to support continuance of the approved exception.

## INSTRUCTIONS

To submit a request for a parking permit exception:

1. Print out the second page of this form and read all information provided on both pages
2. Accurately and legibly complete, sign and date the Parking Policy Exception Request form (page 2)
3. Complete a separate written statement, detailing your specific need to have a vehicle on campus and provide documentation to demonstrate that other transportation options are not feasible (View options: <http://housing.ucdavis.edu/resources/travel.asp>)
4. Provide a copy of the vehicle registration paperwork
5. Submit completed form and all documentation to Transportation Services:
  - IN PERSON at the TS office during walk-in hours M-TH from 10am – 2pm, or utilize the after-hours drop box located outside the lobby entrance
  - BY US MAIL to Transportation Services, 200 N. Dairy Rd, Davis CA 95616.

Please allow a minimum of 2 weeks for processing. Applicants will be provided with written notice of the decision via email at the address provided on the form when the review is complete. Students who are granted an exception will have access to the reduced affiliate rate via the AggiePark (AMP) app, for the vehicle noted on the exception request.

## VERIFICATION OR FALSIFICATION OF INFORMATION

All statements and documentation submitted to UC Davis TS for consideration are subject to verification/audit. Requests may be denied if submitted documents are not complete and/or included. Students who misuse or falsify information may have current/future affiliate privileges revoked, waive any right to refunds, and/or be subject to other penalties and sanctions, including referral to the Office of Student Support & Judicial Affairs OSSJA (Standards of Conduct policy 102.02).



UC Davis Transportation Services (TS)  
**PARKING POLICY EXCEPTION REQUEST FORM**

**PLEASE READ PAGE 1 OF THIS FORM AND FOLLOW ALL DIRECTIONS TO ENSURE  
TIMELY PROCESSING**

Please note: Decision response will be sent via email to the email address provided

**PERSONAL INFORMATION** (PLEASE WRITE LEGIBLY – ALL FIELDS ARE REQUIRED)

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*Last Name*

*First Name*

*Student ID #*

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*Email*

*Phone #*

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*Campus Address*

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*Permanent Address (Street address, City, State, Zip, Country)*

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*Vehicle License Plate #*

*Make/Model*

*Registered Owner Name & Relationship to Applicant*

What is your standing at UC Davis? [select one]

- Sophomore
- Junior

- First year student
- Senior
- Transfer student
- Graduate Student

How often will the vehicle need to be used? [select one]

- Daily
- 1-3 times per week
- 1-3 times per month
- Rarely

Signature below certifies that you have read and understand all information provided on both pages (1-2) of this form. Your signature authorizes TS to verify and audit any and all documentation and statements submitted, and asserts that all information is true and correct. You understand that misuse, failing to provide notice to TS if your circumstances change, or providing false information may result in revocation of current and/or future parking privileges and/or be subject to other sanctions including referral to the Office of Student Support & Judicial Affairs (Standards of Conduct policy 102.02). **THIS FORM MUST BE SIGNED** or the request will be automatically denied.

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**REMINDER: ATTACH LETTER OF EXPLANATION AND SUPPORTING  
DOCUMENTATION**

Submit completed form and attachments by US Mail to Transportation Services, 200 N.  
Dairy Rd, Davis CA 95616 or in-person at TS office.