



**PUBLIC WORKS**  
*Non-Development Services Division*  
**Downtown Employee Parking Program**

# Registration Form

123 5th Avenue, Kirkland, WA 98033 | www.kirklandwa.gov

## Employee Information

Employee Name:  Phone #:

Employee Address:  E-Mail:

City  State:  Zip Code

## License & Vehicle Information

Employee Driver's License:  State Issued:

Circle One:	Make:	Model:	Color:	License Plate:	State:	Current Permit #
Add Remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WA"/>	Vehicle 1
Add Remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WA"/>	Vehicle 2

## Employee Signature Section

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of Washington that the information provided herein is correct and complete. I understand that incomplete or inaccurate information will result in termination of the authorization to park in designated employee parking spaces. I further agree to defend, indemnify, and hold harmless the City of Kirkland, its officials, officers, employees and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permit holder, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permit holder's use of city designated employee parking spaces; and (2) all loss by the failure of the Permit holder to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

## Employer Information

Employer:  Phone #:

Manager Name:  E-Mail:

Employer Address:

City  State:  Zip Code

## Employer Signature Section

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Name:  Employer Business License #:

## The Rules

- Only registered downtown employees are allowed to park in the following areas:
  - 1) **Library Garage** - 5:00AM - 5:00PM - Mon-Sat (where it is signed for permit parking)
  - 2) **Wester Lot** - 8:00AM - 5:00PM - Mon - Fri (120 - 3rd Ave)
  - 3) **Lake Ave W** - 24/7 (where it is signed for permit parking)
- Downtown employees are allowed to park one registered vehicle in the employee parking designated areas. (See Map Below). If both registered vehicles by one employee are parked in the designated employee areas at one time, the 'secondary' vehicle is subject to a fine.
- Downtown employees who take advantage of this program are not allowed to park in the following areas:
  - Lake and Central Parking Lot
  - Lakeshore (Marina) Parking Lot
- If a vehicle that does not have a valid permit is found in the designated employee parking areas, the vehicle owner will be subject to a fine.
- To register, the employee must provide proof of employment at an employer located in the central business district of Downtown Kirkland. The employer (managerial staff or owner) must fill out and sign the Employer Info on the registration form.

## Please Keep in Mind

- Employee parking is on a first come, first serve basis and is not guaranteed.
- The employee will receive a confirmation email as proof of registration. The registration is not official until the employee receives this confirmation email. Please keep the confirmation as proof.
- You are allowed to register two vehicles with the Downtown Employee Parking program. If two members of the same household work in downtown Kirkland it is recommended that you register separately.
- The employee parking permit expires one year from the issuance date. The employee is responsible for renewing their parking with a new registration form and permit each year.
- The employee is responsible for updating the information for registered vehicles if the information changes.
- Place permit on the inside of rear window, driver's side. If window is tinted and permit is not visible, place on the inside of front windshield, driver's side. Keep in mind that the permit must be visible to parking enforcement.



**INDICATES THE 3 PARKING AREAS  
WHERE EMPLOYEE'S WHO WORK IN  
DOWNTOWN KIRKLAND CAN PARK:**