

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HARBORS DIVISION - OAHU DISTRICT

**PARKING APPLICATION AND AGREEMENT**

**PART 1 – INFORMATION**

Name \_\_\_\_\_ Cell Phone No \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone No \_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_  
Employer/Company \_\_\_\_\_ Bus. Phone No. \_\_\_\_\_  
Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_  
Email Address \_\_\_\_\_ Fax No. \_\_\_\_\_

Copy of Vehicle Registration and proof of current insurance are required for each vehicle listed. Applicant must be named as the registered Owner or show official proof of authorized use.

#1 Lic. # \_\_\_\_\_ Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_  
#2 Lic. # \_\_\_\_\_ Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

CATEGORY:  MARITIME  TENANT  STATE EMPLOYEE  OTHER \_\_\_\_\_  
 COMPANY  STEVEDORE  WAREHOUSE  MAINTENANCE

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**PART II – ACKNOWLEDGEMENT & ACCEPTANCE**

I certify that the above information is true and correct. I acknowledge, accept and agree to abide by the terms stated on this application. The Parking Agreement is NON-TRANSFERABLE. Parking assignment by the Honolulu Harbor Master is conditional and is subject to availability of space and/or the operational requirements of the Harbors Division, Oahu District. If necessary, I will accept temporary parking elsewhere. Harbors Division Rules and Regulations in the current tariff will apply to parking and payments. I agree to keep payments current and provide a non-interest bearing security deposit upon request. I understand that any violation of the rules and regulations may result in the cancellation of this Agreement by the Harbor Master and the forfeit of the security deposit. I have READ ALL THE INSTRUCTIONS & SPECIAL CONDITIONS on the reverse side.

I understand my parking will be rescinded if Harbors Division is in need of parking for Harbors Division employees and/or Aloha Tower tenants. Also, parking at Pier 12 will be relocated during Cruise Ship days.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Check Payable to: HARBORS DIVISION (if application is accepted)

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**PART III – (FOR HARBORS DIVISION USE ONLY)**

Account No. \_\_\_\_\_  
Assigned Stall # \_\_\_\_\_ Pier \_\_\_\_\_ Location \_\_\_\_\_ Parking Effective Date \_\_\_\_\_  
Decal No. \_\_\_\_\_ Permit No. \_\_\_\_\_  
 UNCOVERED RESERVED \_\_\_\_\_ Per Month Payroll Deduction D-60 Effective \_\_\_\_\_  
 COVERED RESERVED \_\_\_\_\_ Per Month Security Deposit \$ \_\_\_\_\_  
 FCFS \_\_\_\_\_  OTHER \_\_\_\_\_  
Total Amount Collected \$ \_\_\_\_\_ for \_\_\_\_\_ Rec. # \_\_\_\_\_ Date \_\_\_\_\_  
Processed by \_\_\_\_\_ APPROVED \_\_\_\_\_ Harbor Master \_\_\_\_\_ Date \_\_\_\_\_

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**PART IV – CANCELLATION (FOR HARBORS DIVISION USE ONLY)**

1. Date Notified \_\_\_\_\_ Canceled by \_\_\_\_\_ Date \_\_\_\_\_
2. Decal Returned  YES  NO Date Returned \_\_\_\_\_
3. Account Current \_\_\_\_\_ O/S Bal. \_\_\_\_\_ Sec. Dep. Returned \_\_\_\_\_
4. (State Employee Only) D-60 Signed \_\_\_\_\_ Effective Date \_\_\_\_\_
5. SIGNATURE OF APPLICANT \_\_\_\_\_ VERIFIED BY \_\_\_\_\_

## INSTRUCTIONS AND SPECIAL CONDITIONS TO PARKING APPLICATION AND AGREEMENT

### **PART I:**

1. Complete original and one copy of this form. Submit to: **Business Services Office, Department of Transportation, Harbors Division, 700 Fort Street, Pier 11 Gallery, Honolulu, Hawaii 96813.** Phone: 587-2078, Fax: 587-2049.

### **PART II:** - Read each item carefully on terms and conditions for parking.

- Sign the application as your agreement to the terms and conditions.

#### **1. DECALS:**

**LOCATION** – Place the decal on the right rear bumper of the vehicle in plain view, next to safety sticker.

**REPLACEMENT** – A replacement fee of **\$5.50** will be charged. Except for lost decals, the original decal must be returned before a new decal is issued. Contact your parking coordinator or the Business Services Office at 587-2078 for details.

#### **2. HANG TAGS:**

**LOCATION** – Hang tags must be hung from vehicle front mirror, visible at all times, and kept current.

**REPLACEMENT** – No refund or replacement for lost, stolen, damaged, etc. hang tags.

#### **3. PERMITS:**

**LOCATION** - Display on dashboard visibly. Must be current.

**REPLACEMENT** – No refund or replacement.

4. **CHANGE OF VEHICLE:** Business Services Office must be notified in writing of any change of vehicle along with copy of the new registration.

**LOANERS** – Substitute vehicles are permitted on a temporary basis only. Temporary is defined as up to three (3) days. Place a note on your dashboard indicating: Problem, Date, Length, Contact Name, and Phone Number. For periods longer than three days, contact your parking coordinator or the Business Services Office for a temporary parking permit.

5. **FEES:** The first month's payment is due upon signing the agreement. A security deposit, equal to one month's payment may also be collected. The security deposit is returned upon satisfactory termination of this parking agreement.

**QUARTERLY ONLY** – Payment is due prior to the beginning of the quarter.

6. **PAYMENTS FOR INVOICED ACCOUNTS:** Payment can be made by mail to: **Department of Transportation, Harbors Division, 79 South Nimitz Highway, Honolulu, Hawaii 96813.**

**CHECKS** – Should be made payable to: **DOT - HARBORS DIVISION** and include your invoice and account number for proper crediting.

**DELINQUENCY** – Payment is due 30 calendar days from the date of invoice. Any account **over 30 days** is delinquent and may result in the termination of parking privileges. Regardless of the amount, a delinquent account service charge of \$30.00 a month and every month thereof shall be assessed plus one percent of the unpaid balance, including prior interest and service charges beginning on the first day delinquent and continuing monthly until the delinquency is paid in full.

**STATE EMPLOYEES** – Payment is deducted through the State Payroll System. A **Salary Assignment/ Cancellation Form D-60** (salary deduction) should be completed and signed at the time of application and assignment. If payment is not deducted through the State Payroll System, payment is due. Non-payment will result in the termination of privilege.

**PROBLEMS** – Questions with your account should be directed to your parking coordinator or the Business Services Office.

7. **CANCELLATION:** In order to cancel this agreement, submit a **written notification 30 days in advance** of the effective date. Return the decal/hang tag issued on the last parking day. Any outstanding balance or amount due must be paid prior to final termination. **Salary Assignment/Cancellation Form D-60**, salary deduction cancellation should be completed and signed, if applicable.

8. **DAMAGES:** The State of Hawaii, Department of Transportation, Harbors Division is **NOT RESPONSIBLE** for any theft, damage, or loss of any vehicle or its contents while parking on State Property. If this does occur, please file a report with the **Harbor Police** at **587-2006**.

9. **NORMAL PARKING HOURS:** Parking hours are from 6:00am to 6:00pm Monday thru Friday, excluding observed State holidays. Outside of normal parking hours, vehicles with reserved parking permits may park in their assigned lot, only as space is available. Harbors Division has the right to restrict or deny access to permitted vehicles at any time for Harbor operational needs and/or other special events. In such cases, Harbors Division will endeavor to give advance notice.

10. **PARKING PROBLEMS & CITATIONS:** Questions or problems regarding parking citations, illegally parked vehicles, request for tow away, etc., are handled by the **Harbor Police** at **587-2006** during working hours and at **587-2076** (after hours) by the Aloha Tower Traffic Control Unit. Provide complete information on: License Number, Make, Model, Area or Pier Location, and stall number. Cars parked illegally will be towed away at owner's expense.

11. **ASSIGNMENT & EXCEPTIONS:** All parking assignments and requests for exception to the above conditions must be authorized by the **Honolulu Harbor Master** at **587-2080**.

12. **INFORMATION CHANGES:** It is the **tenant's responsibility** to report any changes on this application and agreement to your parking coordinator or the Business Services Office.

13. **PARKING ASSIGNMENT/REVOCATON:** All parking assigned stalls may be changed to accommodate vehicle size by the **Honolulu Harbor Master**. Failure to comply with parking instructions and special conditions will result in revocation of the Parking Application and Agreement.