

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

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I understand my parking will be rescinded if Harbors Division is in need of parking for Harbors Division employees and/or Aloha Tower tenants.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)

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 _____

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. **RESERVED PARKING HOURS:** Reserved parking hours are from 6:00am to 6:00pm Monday thru Friday, excluding observed State holidays (normal parking hours). 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 outside of normal parking hours, for harbor operational needs 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.