

**STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
HARBORS – KAUAI DISTRICT**

PARKING APPLICATION AND AGREEMENT

PART 1 – INFORMATION

Name: _____ Mobile Phone: _____

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip Code: _____

Employer/Company: _____ Bus. Phone No.: _____

Business Address _____ Work Phone: _____

City: _____ State: _____ 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. No.: _____ 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 all special conditions stated herein this application. The Parking Agreement is **NON-TRANSFERABLE**. Parking assignments are issued by Kauai Harbor Staff and is conditional and subject to availability of space and/ or the operational requirements of Harbors Division, Kauai 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 Harbor Staff and the security deposit will be forfeited. I acknowledge that I have **READ ALL THE INSTRUCTIONS & SPECIAL CONDITIONS** on the reverse side.

I understand my parking is conditional and subject to availability of space and/ or operational requirements of Harbors Division, Kauai District.

APPLICANT'S SIGNATURE: _____ DATE: _____

Make Check Payable to: **DOT HARBORS DIVISION** (After receiving notification of acceptance by Harbor staff)

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PART III – (FOR HARBORS DIVISION USE ONLY)

Account No. _____

Assigned Stall # _____ Pier _____ Location _____ Effective Date _____
Parking

Decal No. _____ Permit No. _____

UNCOVERED RESERVED _____ Per Month Payroll Deduction
D-60 Effective _____

COVERED RESERVED _____ Per Month Security Deposit \$ _____

FCFS _____ OTHER _____

Total Amt. Collected \$: _____ for _____ Rec. #: _____

Date: _____ Processed by: _____

APPROVED BY: _____ DATE: _____

DOT Harbor Master

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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 the application and submit the original IN PERSON, BY MAIL OR via EMAIL to:
 - **State of Hawaii, DOT, Harbors Division, 3242 Waapa Road, Lihue, Hawaii 96813. Phone: (808) 241-3750**
 - EMAIL: DOT.HAR-K@HAWAII.GOV

PART II:

Read each item carefully on terms and special conditions for parking.

1. **DECAL LOCATION:** Decal must be placed inside the driver's side window.
REPLACEMENT(S): A replacement fee for GT decals of **\$27.50** or parking decals **\$5.50** will be charged. Except for lost decals, the original decal must be returned before a new decal will be issued. Contact your parking coordinator or the **Kauai Harbor Staff at (808) 241-3750** for further instructions.
 2. **CHANGE OF VEHICLE:** The Harbors District Office must be notified by the Permittee of any vehicle changes along with a copy of the new registration.

LOANERS: Substituted vehicles are permitted on a temporary basis only for a period of up to three (3) days. Contact your parking coordinator or Kauai Harbor Staff for a temporary parking permit.
 3. **PAYMENT OF FEES:** The first month's payment is due upon signing the agreement or unless otherwise noted by separate contractual agreement, statute or administrative rule.
 4. **PAYMENTS FOR INVOICED ACCOUNTS:**
 - Payments can be made by mail to: **DOT Harbors Division, 3242 Waapa Road, Lihue, Hawaii 96813**
 - Payments can be made by: <https://harbors.ehawaii.gov/wf/index.html> **Please note a 5% service processing fee will be added to each payment**
- CHECKS:** Should be made payable to: **DOT HARBORS DIVISION**, include your invoice and account number.
- DELINQUENCY:** Payment is due thirty (30) days from the date of invoice. Any account **over thirty days (30)** is delinquent and may result in the termination of permit privileges. Regardless of the amount, a delinquent account service charge of \$33.00 will be assessed every month plus one percent of the unpaid balance, including any prior interest and service charges until the delinquent amount is 'PAID IN FULL'.
- ISSUES:** Any questions regarding your account should be directed to your parking coordinator or Kauai Harbor Staff. Harbor Staff can be reached at (808) 241-3750.
5. **CANCELLATIONS:** In order to cancel this agreement, **written notification must be submitted thirty (30) days in advance** of the effective date. Any outstanding balances or amounts due must be paid prior to final termination approval.
 6. **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 any incidents occur, please call the Kauai Harbors District Office at (808) 241-3750 for further information.
 7. **RESERVED PARKING HOURS:** As determined by the parking coordinator of Kauai Harbor Staff. 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.
 8. **PARKING PROBLEMS & CITATIONS:** Questions or problems regarding parking citations, illegally parked vehicles, a request for tow away, etc., please call the Kauai Harbors District Office at (808) 241-3750 for further information. Provide gather the following information: License Number, Make, Model, Area or Pier Location, and stall number. Cars parked illegally will be towed away at owner's expense.
 9. **PARKING ASSIGNMENT, REVOCATION & EXCEPTIONS:** The parking coordinator or the Kauai Harbor Staff may assign new parking changes to accommodate vehicle size. Failure to comply with parking instructions and/ or the special conditions will result in revocation of the Parking Application and Agreement. All parking assignments and requests for exception to the above conditions must be authorized by the **Kauai Harbor Staff at (808) 241-3755**.
 10. **INFORMATION CHANGES:** It is the tenant's responsibility to report any changes of this application and agreement to your parking coordinator or the Kauai District Harbor Staff.