

2023-24 PEDESTRIAN ZONE ACCESS/PERMIT APPLICATION

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Revised 9/2023

APPLICANT INFORMATION

Organization/Department name	Person responsible for access card or permit
Phone	Email
Affiliation <input type="checkbox"/> Vendor <input type="checkbox"/> University dept. <input type="checkbox"/> Faculty/Staff/Student <input type="checkbox"/> Other (specify)	

SPONSORING DEPARTMENT (if different from above)

Department name	Department representative	I am sponsoring applicant through (no later than 9/30/24)
Phone	Email	

VEHICLE OPERATOR INFORMATION (while in Pedestrian Zone)

Driver name*	Contact phone #	University ID #
*NOTE: If more than one driver will be operating the vehicle, please provide a general contact person who can contact all drivers.		

ACCESS USAGE INFORMATION

Reason you are requesting access:	Buildings served or project site location:
	How long do you need this access? Start date _____ End date _____
NOTE: A Service Vehicle Permit is required to park in service vehicle spaces on campus. Please complete a separate Department Permit Application if service vehicle parking is required.	

ACCESS TYPE REQUESTED & ACCESS TIMES

Annual/Department Access (expires 9/30/24)

How often will access be needed? Daily 2-3 days/week Other (describe): _____

Access time Mon - Fri: 4 a.m. - midnight After hours (4 p.m. - 6 a.m.) Other times (please specify):
 Mon - Sun: 4 a.m. - midnight 24/7 Weekend only

Construction Access One-Time Delivery/Event Access

Earliest arrival time _____ Latest departure time _____

LOCATION(S) REQUESTED

Bollard access (Bollard safety video agreement required; see page 2)	Gate access
<input type="checkbox"/> Jane Stanford Way <input type="checkbox"/> Core Access (White Plaza, Lasuen Mall)	<input type="checkbox"/> Duena Gate
<input type="checkbox"/> Crothers or Via Pueblo <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> CERAS Gate

OFFICE USE ONLY

Type of access granted	Quantity	ID number(s)	New/Replacement	Valid dates
<input type="checkbox"/> Vehicle proximity device				
<input type="checkbox"/> University ID card - Existing, programmed				
<input type="checkbox"/> University Gate card - (Exp. 9/30/2024)				
<input type="checkbox"/> Keypad combo (Exp. date: _____)				
<input type="checkbox"/> Bollard remote (_____)				
<input type="checkbox"/> Hang tag (Exp. 9/30/2024)				
<input type="checkbox"/> Pedestrian Zone Identifier				

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PEDESTRIAN ZONE ACCESS PROTOCOL

General Rules:

- Only authorized vehicles are permitted to access the Pedestrian Zone.
- Vehicles not displaying a valid PZ or SV permit are subject to citation and/or towing.
- Vehicular access and parking permits are granted / provided by Stanford Transportation.
- All vehicles (including University vehicles) must observe the posted parking and loading time limits.
- University vehicles marked with the Stanford seal on the side need a valid Service Vehicle permit and/or PZ permit to park within the Pedestrian Zone.
- Departments housed in the PZ may receive one free Pedestrian Zone Loading/Unloading permit. These permits allow 20-minute parking within the zone for loading/unloading purposes only.
- "After-Hours Pedestrian Zone" permits are good after 4 p.m. and on weekends, when longer stays are okay, and are available to any department located within the Pedestrian Zone.

Access through gates: Upon PZ access approval, we can grant access through the Duena and/or CERAS gates by programming your valid SUID card, issuing you a temporary SUID card, issuing you a vehicle prox pass, or providing you a keypad combination for the gate. There is a \$25 fee for each temporary SUID card issued or a \$35 fee for a vehicle prox pass. If you lose your gate card or prox pass, you must pay to have it replaced.

Access through pneumatic bollards: Upon PZ access approval, we can grant access to specific areas by providing a remote control device for the pneumatic bollards. There is a \$50 fee to replace a lost or damaged bollard remote. Contracted service vendors sponsored by Stanford affiliates will be required to leave a \$50 deposit.

During business hours (M-F, 6 a.m. - 4 p.m.), you'll need one of the following:

- **A Service Vehicle permit with a Pedestrian Zone Identifier:** We sell virtual (non-physical) Service Vehicle permits linked to your vehicle license plate. The Pedestrian Zone Identifier placard is issued at the discretion of Stanford Transportation. Make sure to display it prominently on your dash or front windshield (driver's side, lower corner).
- **A Pedestrian Zone Loading/Unloading permit:** These placards are issued by the Stanford Transportation office and must be displayed on your rear-view mirror or dashboard.

BOLLARD SAFETY VIDEO AGREEMENT

All bollard remote control device users are required to view the pneumatic bollard safety training video at: transportation.stanford.edu/bollard-safety-video

If you are requesting bollard access, please acknowledge and agree to this requirement:

All bollard remote users in my department/organization will view this video before operating the device.

During non-business hours (after 4 p.m. and on weekends), you'll need a **PZ After-Hours permit**.

Access approval is reviewed on an annual basis. Access privileges will expire on 9/30/24 unless an application for 2024-25 is submitted and accepted.

PERMIT TYPE & QTY REQUESTED	PAYMENT METHOD	
PZ Identifier (Red placard) _____	<input type="checkbox"/> Credit Card (Visa, MasterCard, or Discover) Do NOT fax or mail credit card information. Submit the application, and we will call you for the information.	<input type="checkbox"/> Project-Task-Award (DEPARTMENT ONLY) PTA Number _____ Approver's full name _____ Approver's email address _____
PZ 20-Minute Loading (Pink hangtag) _____		
PZ After-Hours (Blue hangtag) _____		
SV (Virtual permit) with PZ Identifier _____		

PLEASE READ AND SIGN:

I certify the above information is true. I agree to the terms stated in the Stanford University Traffic and Parking Code (transportation.stanford.edu/parking/code). I understand that transfer or unauthorized use of access cards or combinations may result in revocation of my access and/or parking privileges. I acknowledge that loss of, or damage to, a gate access card will necessitate payment of a \$25 replacement fee. Loss of, or damage to, a bollard remote will cost \$50. Loss of, or damage to, a vehicle proximity device will cost \$35.

X _____
 SIGNATURE (Stanford supervisor/sponsor) PRINT NAME DATE

X _____
 SIGNATURE (Card/Permit holder) PRINT NAME DATE

APPROVED BY (Stanford Transportation representative) _____ DATE