

# PARKING INFORMATION SUMMARY

2016-2017



**PARKING & TRANSPORTATION**  
Department of Public Safety Services  
SAM HOUSTON STATE UNIVERSITY

936.294.1800 | [parking@shsu.edu](mailto:parking@shsu.edu) | [shsu.edu/parking](http://shsu.edu/parking)  
Charles W. Tackett Police Building | 2424 Sam Houston Avenue | Huntsville, TX 77340

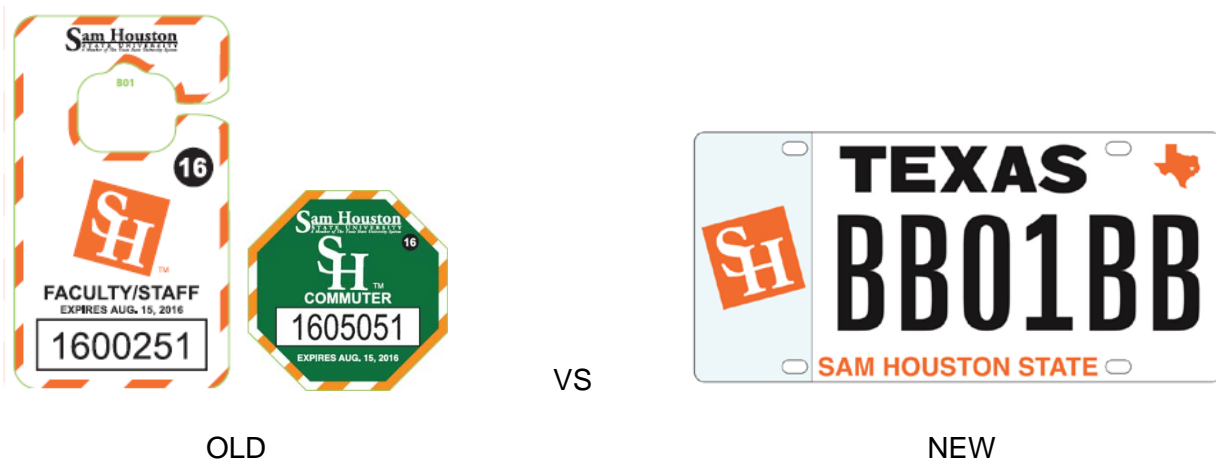
# Updates in how we Communicate

- All correspondence from our office will be sent to your official SHSU e-mail address. All ePermit renewals, waitlist award letters, eCitations, eCitation appeals, and public notices will use this standardized approach.
- All parking updates, news, alerts, and documents will be available on our website at [www.shsu.edu/parking](http://www.shsu.edu/parking).
- We will be utilizing the following Social Media modalities:
  - Twitter: @SHSUParking
  - Facebook: SHSUPD
- All SHSU faculty, staff and students may self-manage their parking by going to [www.shsu.edu/park](http://www.shsu.edu/park) from any internet enabled device with a browser. You may still visit our office, call us, or e-mail us if you would like us to assist you. All of our contact information is listed in the footer.



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# Vehicle Registration and ePermits





- Parking and Transportation will be utilizing Automated License Plate Recognition to enforce parking in the future.
- Physical permits will no longer be used. An electronic permit will be issued based on registered vehicle license plates added to your parking account at [www.shsu.edu/park](http://www.shsu.edu/park).
- This allows Parking and Transportation to enforce campus parking in a more efficient and accurate manner. We will be able to enforce the entire campus approximately every half hour as compared to our old enforcement method that would only allow us to circulate campus twice. This means that we will be able to protect the parking that you pay for from violators that do not pay for parking or that choose to park improperly.
- Faculty/Staff will be able to add up to four vehicles to their account.  
*Tip: Register all of the vehicles that you may drive to campus. This will save you time.*
- Students will be able to add up to two vehicles to their account.
- You may only park (1) ONE registered vehicle on campus at any time. If a second registered vehicle is parked on campus a citation will be issued to that ePermit holder.
- Lending, selling or allowing another to use your ePermit is not allowed.
- The license plate of a vehicle must be visible from the driving aisle of the parking area. If a license plate is purposefully obstructed, altered or modified an eCitation will be issued to the ePermit holder and custodian of the vehicle.



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# eCitations

- Printed Citations will no longer be issued.
- All eCitations will be sent to your SHSU e-mail account.
- eCitations provides violation information to include:
  - Images
  - GPS Coordinates
  - Violation Details
- Hyperlinks will be include for:
  - eCitation Payment
  - eCitation Appeals
  - Contact our Office

SH		PARKING & TRANSPORTATION Department of Public Safety Services SAM HOUSTON STATE UNIVERSITY		Notice of Parking Violation	
Citation #	Date of Violation	Violation	Location	License Plate	Fine
0716000007	Wednesday, May 25, 2016 2:34:00 PM	Handicap Zone	P15F-Stadium Field House 30.7110095679288,-95.567263504386	TX- [REDACTED]	\$150.00
<p><b>Parking Violation Notice</b></p> <p><i>This vehicle has been cited for violation of the SHSU parking regulations. Citation payment or appeal must be received within 10 calendar days of the issuance date of the citation. Overdue or an accumulation of unpaid citations may result in vehicle tow and impound, prevention from registering as a student, withholding issuance of transcripts or degrees, placement with a collections agency, and revocation of parking privileges.</i></p>			 		
<p><b>Appeals</b></p> <p>If you feel the violation was not committed or that there were extenuating circumstances, an online appeal is available at <a href="http://www.shsu.edu/parking">http://www.shsu.edu/parking</a>. The appeal must be filed on or before the 10th calendar day after the issuance date of the citation and should include all supporting evidence and documentation.</p> <p><b>License Plate Recognition (LPR)</b></p> <p>Parking and Transportation Services utilizes license plate recognition (LPR) hardware and software for vehicle parking and access control.</p>					
Pay or Appeal Online	Visit us in Person	Pay by Mail	Phone		
<a href="http://www.shsu.edu/parking">http://www.shsu.edu/parking</a>	Parking and Transportation Charles W. Tackett Police Building 2424 Sam Houston Avenue Huntsville, TX 77340 <a href="#">Map</a>	Remit to: SHSU Box 2329 Huntsville, Texas 77341 (No Cash Accepted)	(936) 294-1800		

**CAUTION:** If you do not register your vehicle at all or if the license plate on file is incorrect, you will not receive an eCitation properly. You are responsible for knowing the rules and regulations and keeping your information up to date and accurate. Please make sure that your information is current and accurate.




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# Sticker Notifications

If you fail to complete your vehicle registration with our office or provide incorrect information, there will not be a way for Parking and Transportation to contact you properly. Sticker Notifications will be affixed to the driver side window of your vehicle when the following occurs:

1. Your vehicle is unregistered, we've attempted to identify and contact you, and your vehicle has been observed (2) two times on campus. A yellow required registration notice will be affixed to your vehicle. **DO NOT** ignore this notice. Please contact our office by visiting us in person.
2. If your vehicle is observed on campus (3) three times without proper registration or you have accumulated (3) citations with outstanding fines or active appeal request, you will receive a Tow and Impound Eligibility Notice. If your vehicle is observed on campus in a different spot within 24 hours or has been observed again on campus after 24 hours without confirmed notification and resolution with our office your vehicle will be towed and removed from campus.

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**WARNING: Notice of Parking Violation**


This vehicle has recently been cited multiple times for violation of the SHSU Parking and Traff Regulations. Attempts to notify you of those violations have been unsuccessful. Note that citation payment or appeal must be received within 10 days of issuance to avoid accumulation of a \$5 late fee. Overdue citations may result in placement of fees with collections, vehicle removal and impoundment, and revocation of parking privileges. Please contact us in one of the following ways as soon as possible to resolve this matter:

Online	In Person	By eMail	By Phone
<a href="http://www.shsu.edu/parking">http://www.shsu.edu/parking</a>	Sam South Complex Charles W. Tackett Police Building 2424 Sam Houston Ave	<a href="mailto:parking@shsu.edu">parking@shsu.edu</a>	(936) 294-1800

To avoid possible citations, vehicle impounds, university business account holds, or prevention of purchasing a permit in the future: do not park in areas on campus for which you do not have a permit; pay to park in the applicable areas during posted times; and do not park longer than posted time limits. You may view the full Rules and Regulations on the Parking and Transportation website indicated above.

This sticker serves as notification that you are required to register your vehicle with our office. It is Parking and Transportation's policy to remove and impound any vehicle with (3) or more outstanding citations or any vehicle in flagrant violation or presenting a traffic hazard.

We want to help you avoid future citations. If you would like to meet or speak with a representative to discuss your parking situation and/or citation history, please feel free to come by our office or call.

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# WARNING

THIS VEHICLE IS NOW  
ELIGIBLE FOR TOW AND  
IMPOUNDMENT.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

MAKE	COLOR	LICENSE

Do not attempt to park your vehicle on campus without resolution with SHSU Parking and Transportation. Please use the contact information to resolve the current tow status with your vehicle.

**TO RESOLVE THE TOW ELIGIBLE STATUS:**

- Appear in person at the Parking and Transportation Office, located at the Charles W. Tackett Police Building, 2424 Sam Houston Avenue, Huntsville, TX
- Provide positive identification with a government ID or SHSU ID
- Be prepared to purchase the appropriate parking permission and pay any outstanding citation fines.

Label should be removed only by authorized Department of Public Safety personnel.

*Should you have questions regarding this notice, you may call (936) 294-1800.*

**Note:** Failure to comply with this notice will lead to subsequent towing and removal of your vehicle at the expense of the owner or custodian of the vehicle.



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WEST

EAST

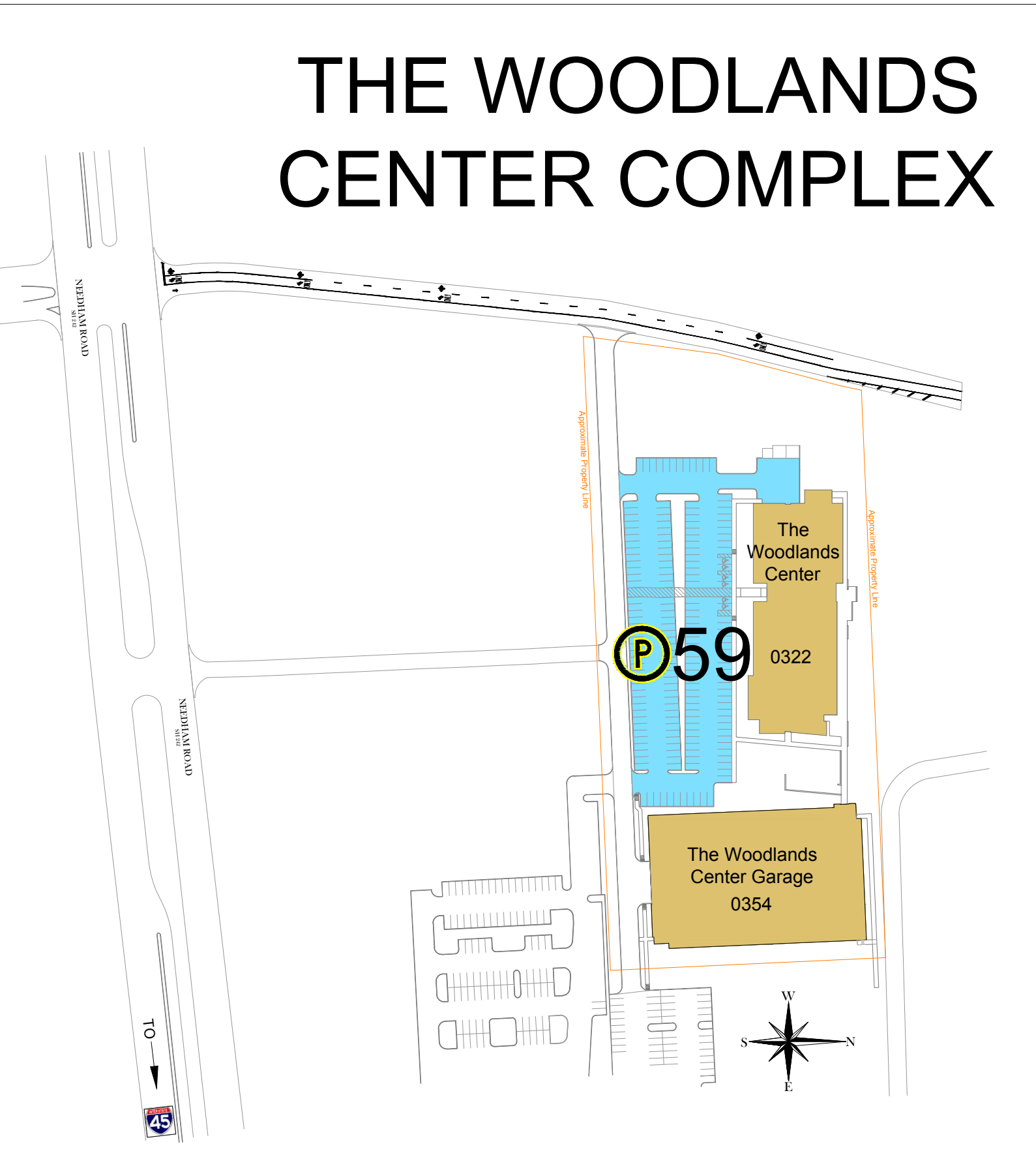


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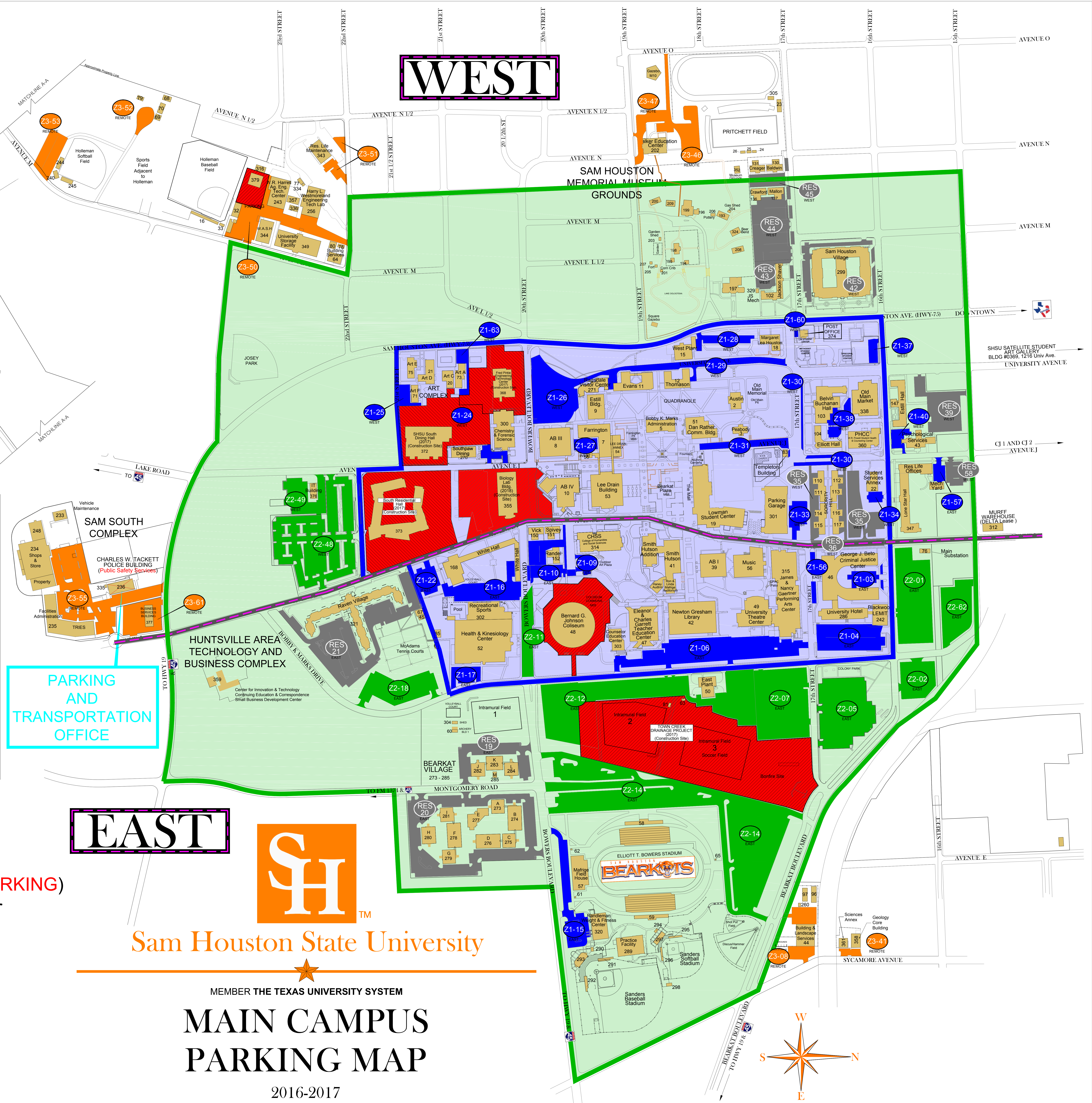
MEMBER THE TEXAS UNIVERSITY SYSTEM

# MAIN CAMPUS PARKING MAP

2016-2017



- Construction Sites (NO PARKING)
- East-West Campus Divider
- Zone 1
- Zone 2
- Zone 3 - Remote
- Resident
- Woodlands Center





# PARKING RATES

## Permit Year 2016–2017

### Annual Prices

Permit	Annual	Fall only	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Z1 Reserved	\$486	N/A	\$486	\$486	\$445.50	\$405	\$364.50	\$324	\$238.50	\$243	\$202.50	\$162	\$121.50	\$81	\$40.50
Zone 1	\$216	N/A	\$216	\$216	\$198	\$180	\$162	\$144	\$126	\$108	\$90	\$72	\$54	\$36	\$18
Zone 2	\$180	\$100	\$180	\$180	\$165	\$150	\$135	\$120	\$105	\$90	\$75	\$60	\$45	\$30	\$15
Resident	\$180	\$100	\$180	\$180	\$165	\$150	\$135	\$120	\$105	\$90	\$75	\$60	\$45	\$30	\$15
Mobility	\$180	\$100	\$180	\$180	\$165	\$150	\$135	\$120	\$105	\$90	\$75	\$60	\$45	\$30	\$15
Motorcycle	\$100	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zone 3	\$75	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Retiree	\$50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### Sam Houston Parking Garage Reserved Numbered Spaces

Annual	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
\$800	\$800	\$733.33	\$666.66	\$599.99	\$533.32	\$466.65	\$399.38	\$333.31	\$266.64	\$199.97	\$133.30	\$66.63	\$33.32

Semester	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
\$333.35	\$335.35	\$333.35	\$266.68	\$133.34	\$66.67	\$333.35	\$333.35	\$266.68	\$133.34	\$133.30	\$100	\$66.70	\$33.35

### Parking Garage Hourly Rates

Description	Amount
First hour	\$2.00
Each hour after	\$1.25
Daily maximum	\$8.25

### Surface Lot Daily/Hourly Rates

Description	Zone 1	Zone 2	Zone 3
First hour	\$1.50	\$1.25	\$0.50
Each hour after	\$1.00	\$0.75	\$0.50
Daily maximum	\$6.50	\$5.00	\$4.00

### Citation Fines and Violations

Description	Fine
Parked in improper Permit Zone	\$30, \$35, \$40, \$45, \$50
Parked on or across marker lines	\$30, \$35, \$40, \$45, \$50
Parked in a No Parking, Yellow Zone	\$30, \$35, \$40, \$45, \$50
Parked in an undesignated parking area	\$30, \$35, \$40, \$45, \$50
Standing or parked in a Handicap Zone	\$150
Possession of, attempted use, or use of altered decal or license plate	\$100

Description	Fine
Parked on campus without a valid ePermit	\$40
Parked in a reserved space	\$75
Improper parking	\$20
Vehicle not registered, valid ePermit	\$10
Parked over posted or paid time limit	\$20
Parked in a Fire Zone, Red Zone	\$100



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# LOT ACCESS

## Permit Year 2016–2017

### Based on Permit type

Permit Type	Zone								
	Z1 Reserved Spaces	Z1 East Spaces	Z1 West Spaces	Z2 East Spaces	Z2 West Spaces	Resident Spaces	Mobility Spaces	Motorcycle Spaces	Zone 3 Spaces
Z1 Reserved	✓	⚠	⚠	⚠	⚠	✗	✗	✗	✓
Zone 1 East	✗	✓	⚠	✓	✓	✗	✗	✗	✓
Zone 1 West	✗	⚠	✓	✓	✓	✗	✗	✗	✓
Zone 2 East	✗	⚠	⚠	✓	✓	✗	✗	✗	✓
Zone 2 West	✗	⚠	⚠	✓	✓	✗	✗	✗	✓
Resident	✗	⚠	⚠	⚠	⚠	✓	✗	✗	✓
Mobility	✗	✓	✓	✓	✓	✓	✓	✗	✓
Zone 3	✗	⚠	⚠	⚠	⚠	✗	✗	✗	✓
Motorcycle	✗	✗	✗	✗	✗	✗	✗	✓	✓
Retiree	✗	✓	✓	✓	✓	✗	✗	✗	✓

### Notice to all University Community Members and Visitors to Campus:

The Sam Houston State University (SHSU) Parking Rules and Regulations are enforced and an ePermit or payment of hourly parking is required at all times. SHSU utilizes License Plate Recognition (LPR) to provide enforcement and access control to university controlled roadways, surface lots, and parking garages.

### Restricted Spaces

ADA accessible, state vehicle, and reserved spaces are restricted to authorized vehicles only. Unauthorized vehicles are subject to citation and relocation or impound at the owner's expense.

Paid hourly parking is required for vehicles parked in marked hourly spaces, or in parking garages.

Use of any ADA space at SHSU requires a state issued placard, license plate and the issuance of a university issued mobility permit.

### Visitor Parking

Visitors may park in available pay by hour spaces in the Sam Houston Parking Garage or in specified surface lots around campus. Please navigate to the SHSU campus parking map located at the Parking and Transportation website: [shsu.edu/parking](http://shsu.edu/parking).

### Key

- ✓ **All Times**  
Access at all times.
- ⚠ **After 5 p.m.**  
Between 5 p.m.–7:30 a.m.  
All day on weekends.
- ✗ **Permit Not Valid**  
Permit is **NOT VALID** in the specified zone at any time.



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# New Signage

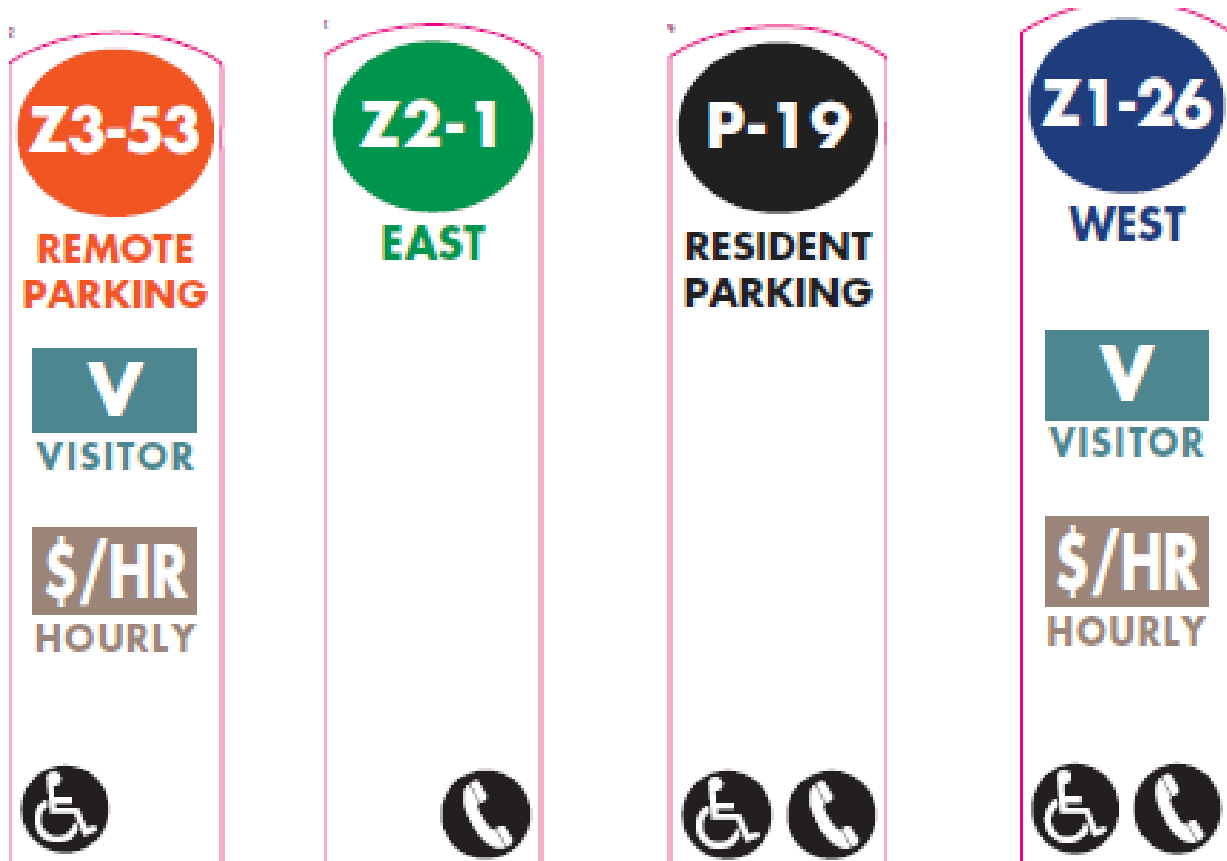
1. Pay by Hour Space- Available to visitors, faculty, staff and students. These spaces will be available first come, first serve and require credit card payment per hour parked using either the mobile app on a Android or Apple iOS device. Pay by hour spaces will be available in the Sam Houston Parking Garage, P26 Estill Admin Lot, P16 Rec Center Lot, P6 Library Lot, and spaces will be added in the area of the Art B Building between Jimmy John's and the new Pirkle Engineering Technology Building.



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# New Signage

1. This signage will be displayed at the public entrances of each surface lot on campus. The signage will provide information on the Zone permit type, lot number, visitor parking availability, pay by hour space availability, ADA space availability and the presence of a service/emergency phone in the area.



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# Permit Waitlists

For 2016-2017, Zone 1 spaces will be sold at a lower oversell rate than in previous years. In the past, permit sales were closer to 2 permits sold for every one space. The ultimate goal for controlling sales is to allow for a higher success rate of parking for ePermit holders in Zone 1.

To maintain the controlled oversell rate, Parking and Transportation is conducting a one-time waitlist sign up prior to ePermit purchase. The only ePermits that will be a part of the waitlist registration are:

1. Sam Houston Parking Garage Reserved Numbered Spaces
2. Zone 1 Spaces- East and West
3. Resident Spaces

The waitlist process will begin on Monday, July 11<sup>th</sup>. There is no need to rush and register on the waitlist based on how each requestor will be prioritized as listed below.

1. Faculty/Staff Executive Management to Assistant Directors
2. Faculty/Staff by Date of Hire
3. Resident Students
4. Graduate Students
5. All other students based on class (Senior, Junior, Sophomore, Freshman)

The waitlist will remain open the remainder of the academic year. Award Letters will be emailed beginning August 1<sup>st</sup>. A recipient will have 5 business days to complete the purchase based on their award.

After this initial year, if you are happy with your ePermit selection, you will receive a renewal letter via e-mail allowing you to auto renew that same ePermit.

The only scenario that you would be required to register for another waitlist is if you would like to upgrade or change the type of ePermit that you possess.



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# ePermit Purchase Process

ePermits will be available for purchase beginning Monday, August 1<sup>st</sup>, 2016. Please make sure to register all vehicles necessary, select your desired ePermit and select the Add to Banner payment option or Payroll Deduction option (Faculty and Staff Only).

The Add to Banner payment option will transfer your ePermit charge to your general SHSU statement similar to a tuition fee.

The Payroll Deduction option will be a maximum of a 9 month/18 total deduction process that is based on the purchase price of the ePermit. You will be required to read and acknowledge a Payroll Deduction Enrollment statement and provide your consent to utilize the program.



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# Sam Houston Parking Garage

The Sam Houston Parking Garage will provide two new services to accommodate pay by hour parking. Two pay by foot kiosks will be located within the garage:

(1) is located on the 1<sup>st</sup> level near the elevator and stairwell while the other (1) pay by foot kiosk is located on the bottom level of the garage near the stairwell.

The pay by foot kiosks require any major credit card and your vehicle license plate information. The machine will always offer you a receipt that you may keep after the transaction is completed.

The SHSU Parking mobile app will be available in late July to early August and provide a second method of pay by hour parking. The app will allow you to select the zone that you are parked in, select the amount of time in hours that you would like to park, and provide you with a notification once your time is close to expiring.

The gate and kiosk equipment in the entry and exit lanes has been removed and will be replaced by fixed ALPR cameras that will monitor entering and departing vehicles from the area.



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## Other Important Information

- Visitor parking is no longer complimentary or free. The host department, representative or the visitor may pay for parking. Departments will be provided with training on how to register and pay for visitor parking. Visitors will need to locate a pay by hour designated space in Zone 1 and the Sam Houston Parking Garage, a Zone 2 space or Zone 3 space.
- Good communication will be vital between any party that invites visitors to campus. Please provide accurate information or have them contact our office for parking information.
- As the Campus Master Plan continues to evolve please understand that a culture of walking or using an alternative to a motor vehicle will need to take priority to be successful in navigating the central campus areas.
- The retiree permit will be \$50.00 for the academic year.
- The SHSU Life Member permit will no longer be issued.
- Any event expecting more than 15 vehicles or any amount of large commercial vehicles to be parked on campus shall contact Parking and Transportation to coordinate event parking.
- The Bowers Stadium Lot will no longer be designated as remote/off-site parking. This area has been reclassified as Zone 2 parking.
- Pay close attention to the Lot Access Table to identify the new East and West peak hour restrictions for Zone 1 areas. In addition, the table will also provide information on where an ePermit allows a permit holder to park between 5:00PM and 7:30AM as well as where parking is prohibited.
- Faculty, staff and students requiring ADA parking must provide verification of identification and a placard or license plate registered in their name to receive a SHSU Mobility permit.



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# Reference Links and Additional Information

Parking and Transportation Website: [www.shsu.edu/parking](http://www.shsu.edu/parking)

Parking Portal: [www.shsu.edu/park](http://www.shsu.edu/park)

Documents available for Download:

[SHSU Parking Rules and Regulations](#)

[Permit Sales and Waitlist Policy](#)

[2016-2017 Lot Access Table](#)

[2016-2017 Parking Rate Table](#)

[SHSU-Huntsville Campus Parking Map 2016-2017](#)



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