

	Responsible Executive: Vice President for Capital Planning and Campus Operations	
	Responsible Office: University Transit Services	
	Effective Date: 08/21/1996	Last Revised: 07/16/2025
	Policy Title: <b>Motor Vehicle Parking Regulations (Interim)</b> <b>(Flagstaff Mountain Campus)</b>	

## Definitions

**Disability Access Parking Stall:** a parking space prominently identified with painted outlines and/or posted local signage with the international disabled symbol and/or a painted blue curb that indicates parking for authorized disabled access parking only.

**Off-Peak Hours:** 4:30 p.m. – 7:30 a.m. plus weekends and holidays.

**Overnight Parking:** the parking of a vehicle in one location continuously between the hours of 12:00 a.m. to 7:00 a.m. No overnight parking in lots as indicated by signage.

**On-Peak Hours:** 7:30 a.m. – 4:30 p.m. on University business days.

**Parking Lot Drive Aisles:** the motor vehicle driving lanes in parking lots used to access parking spaces.

**Regular Benefit Eligible Employee:** an employee working in a position expected to work consistently at least 50% of a full-time position for ninety days or more and is subject to the Arizona Board of Regents terms and conditions for Academic Professionals, Administrators, Administrative Faculty, Classified Staff, University Staff, Faculty, or Service Professionals.

## Policy

### Section I: General

#### A. Authority

Pursuant to Arizona state law ([A.R.S. § 15-1627](#)), Northern Arizona University adopts and enforces these regulations to manage the parking of motor vehicles on its Flagstaff mountain campus. These regulations are in effect throughout the year, including during the summer and throughout all holidays and University closures.

#### B. Responsibility

The Director of UTS is responsible for assigning parking areas, assessing and collecting fees and fines, and for administering appeals in compliance with this policy. The Director may also exercise reasonable discretion when managing special or unique parking circumstances that are not explicitly addressed or covered by this policy. All persons who park a motor vehicle on the Flagstaff mountain campus are responsible for knowing and abiding by these regulations. Lack of familiarity with any parking requirement does

not constitute a valid defense for a failure to comply. UTS is responsible for setting parking permit prices and citation fines, and for otherwise maintaining this policy, which is subject to change at any time. The latest version of these regulations is available at <https://nau.edu/university-policy-library/parking-regulations>. Questions regarding these regulations may be directed to [ask.parking@nau.edu](mailto:ask.parking@nau.edu).

C. Limitations

The permit authorizes the privilege of parking a vehicle where an authorized parking space is available. The availability of parking in a particular lot or zone is not guaranteed. Parking spaces may be limited in certain areas or times, such as when special events occur or during winter due to snow. If a space is not available in a designated permit zone, the permit holder must call UTS for temporary alternate parking options. Absent prior written authorization from UTS, the parking or storing of trailers, recreational vehicles, motorhomes, boats, off-highway vehicles, or similar vehicles or equipment on University property is prohibited. The University reserves the right to remove or relocate any improperly parked or unauthorized vehicle or equipment at the owner's expense.

D. Liability

Vehicle owners are responsible for all damage and/or liabilities they may cause or incur while operating or parking a vehicle on University property. The University assumes no responsibility or liability for the care or protection of any vehicle or its contents while it is parked on University property, whether arising from fire, flooding, theft, damage to or loss of the vehicle or any article left therein. A University parking permit grants only a temporary license of space and no bailment is created. Acceptance of a parking permit constitutes acknowledgement by the holder that they have read, understood, and agreed to abide by Northern Arizona University's Motor Vehicle Parking Regulations and all other applicable laws, policies, rules, or requirements.

E. Inclement Weather, Snow Removal, Special Events

The occurrence of inclement weather does not alter or suspend the University's parking regulations. On occasion it may become necessary for UTS to close specific parking lots to facilitate snow removal or to accommodate special events. At these times and between semesters or during spring break, students and employees may be required to relocate their vehicles. UTS will provide email notification and instructions to permit holders when this is necessary. In the alternative, UTS may place signage at parking lot entrances at least forty-eight (48) hours in advance of lot closures. Failure to relocate a vehicle as instructed may result in a parking citation and/or removal of the vehicle. To facilitate this process, permit holders are required to maintain their current contact information with UTS, including telephone number and email address.

F. Inoperable Vehicles

If a vehicle becomes inoperable on University property, the owner is required to immediately notify UTS Dispatch by calling 928-523-9066 (or the Northern Arizona University Police Department if after regular business hours by calling 928-523-3611).

Inoperable vehicles must be removed from University property within twenty-four (24) hours or the University may remove the vehicle at the owner's expense. Other than immediate emergency measures needed to restore a vehicle's operability, such as changing a flat tire or jump-starting a battery, vehicles may not be serviced, repaired, or maintained on University property.

G. Overnight Parking While Away from Campus

Parking permit holders wishing to park their vehicle overnight on campus while they are away on university business or between sessions, for persons who live on campus only, must receive UTS permission to do so. Send an email to [ask.parking@nau.edu](mailto:ask.parking@nau.edu) at least one week prior to obtain instructions about avoiding potential lot closures. UTS may provide alternative parking options to enable scheduled lot closures or snow removal. At the owner's expense, the University may remove or relocate vehicles that do not comply with scheduled lot closures.

H. Accidents

Individuals involved in any motor vehicle-related accident on University property must immediately report the accident prior to leaving the scene to the Northern Arizona University Police Department by calling 928-523- 3611. Failure to report such a motor vehicle accident is considered misconduct subject to disciplinary action.

I. Removal, Impoundment, Immobilization

At the owner's expense UTS will remove, impound, or immobilize any vehicle located on University property that is obstructing traffic or parking, is creating or is threatened by a safety or hazardous situation, that appears abandoned, or that is associated with three (3) or more non-processed violations or an outstanding fine balance of \$150 or more. The University assumes no responsibility or liability for any damage or loss that may result. Immobilization devices are the property of Northern Arizona University. Theft of or tampering with immobilization devices may result in imposition of replacement fee and may also be referred to law enforcement. Tampering with or attempting to remove an immobilization device is considered misconduct subject to disciplinary action.

J. Habitual or Flagrant Disregard of Parking Regulations

In accordance with A.R.S. § 15-1627 and this policy, students or employees who habitually or flagrantly disregard the University's parking regulations are subject to disciplinary action in accordance with Arizona Board of Regents and University student and employee conduct processes and procedures in addition to monetary fines resulting from parking citations. In such cases involving students, UTS shall notify the Office of the Dean of Students. In such cases involving employees, UTS shall notify the employee's supervisor.

## **Section II: Permits and Vehicle Registration**

### **A. General Requirements**

All vehicles parked on the Flagstaff mountain campus other than in short-term parking areas must be registered to a valid virtual or physical parking permit linked to the vehicle's license plate number. All license plate numbers, including all temporary license plate numbers, must be used to register the vehicle to its valid virtual parking permit. In the case of virtual permits, the license plate number serves as the permit. In the case of garage parking, the vehicle must display a valid physical parking permit issued by UTS. The permit must authorize parking for the specific area where the vehicle is parked, and the vehicle must be parked in accordance with all applicable regulations and posted instructions or restrictions. This includes signage at parking lot or garage entrances, signs at individual stalls, and directions provided at parking kiosks. An individual may only possess a single valid parking permit at any one time. Vehicles may only be linked to one active permit. Parking permits, and supplemental parking plates may not be sold, gifted, transferred, reproduced, or altered in any way.

### **B. Display of License Plates**

As illustrated in the [Parking Diagram](#), all motor vehicles parking on the Flagstaff mountain campus that are not required by their state to display a front license plate, must drive forward into the parking space. The vehicle's rear license plate must face and be clearly visible from, the Parking Lot Drive Aisle. There is no exception to the license plate facing the drive aisle. Drivers who wish to back or reverse into the parking space but whose vehicles lack a front plate must first obtain from UTS a supplemental parking plate for a one-time fee and mount it to their vehicle's front license plate bracket, which will allow rear first parking.

### **C. Multiple Vehicles**

Multiple vehicles may be registered to one parking permit. A vehicle can only be registered to one active parking permit at a time. Only one vehicle associated to the permit may be parked on campus at a time. Permit holders may register vehicles to their permit by accessing their "Manage My Parking" account on the UTS website at <https://in.nau.edu/university-transit-services>. Up to five vehicles may be registered to a semester or annual permit at one time. Permit holders wishing to deregister a vehicle from a valid permit must use the online form or make the request via an email transmitted to [ask.parking@nau.edu](mailto:ask.parking@nau.edu). Vehicles will not be deregistered until all outstanding fines or other charges are paid. Vehicles that have been deregistered from a permit will be relinked to that permit's account if the vehicle acquires additional citations.

### **D. Temporary License Plates**

Temporary license plates may be used to register a vehicle to a virtual parking permit, provided however, that the permit holder must update the plate number when the vehicle's permanent license plate is issued. The temporary license plate must be displayed in the vehicle's permanent license plate location. If this is not possible, the

permit holder must contact UTS to make special arrangements to prevent the issuance of motor vehicle parking citations.

#### E. Visitor Parking

Flagstaff mountain campus visitor parking locations are outlined on the UTS website and include hourly and daily options in the Knoles and San Francisco garages, pay in advance (credit card only) parking from thirty (30) minutes to two (2) hours in designated lots where kiosks or parking meters are located, and hourly permits for a maximum of two (2) hours in designated lots. Visitors may also purchase daily parking permits online by using the “Manage My Parking” tool to create a guest account. Visitors who park their vehicles in an unauthorized manner on University property are warned of their violation of the University’s parking regulations by local signage. Signs posted constitute notice that parking is controlled by these regulations and warning that violators shall be subject to penalties. The University may issue citations to, immobilize, and/or impound vehicles that are parked in an unauthorized manner by visitors to its property and extract reasonable fines and fees prior to the vehicle’s release to its owner.

### Section III: Parking Zones

#### A. Parking Area Designations and Permit Types

To regulate parking options, three classifications are used: i) **Resident**, ii) **Commuter**, and iii) **Employee**. Signs at parking lot entrances indicate the type of permit needed to park in the lot. Except as provided for in Sections III (F) and (G), permit holders may only park in the areas authorized by their parking permit.

#### B. Resident Parking

All campus housing facility residents are eligible to obtain a **Resident** parking permit that will authorize parking in the residential parking areas that correspond with their campus housing assignment. Alternatively, campus housing residents may purchase a **Parking Garage** permit (additional fees will apply). The various residential parking permits are as follows:

- **R1** (pink) – Morton Hall, Campbell Hall, Taylor Hall, and Roseberry Hall
- **R2** (orange) – Mountain View Hall
- **R3** (red) – Gillenwater Hall, McDonald Hall, Sechrist Hall, Ernest Calderon Learning Community, Raymond Hall, Cowden Learning Community, and Tinsley Hall
- **R4** (green) – Allen Hall, Reilly Hall, Gabaldon Hall, McKay Village, Wilson Hall, Campus Heights Apartments, and Honors College Hall
- **R5** (purple) – McConnell Hall, Pine Ridge Village, and The Suites
- **R6** (burgundy) – South Village
- **P62B, P1D, P3C** – Each permit is lot specific used as needed to accommodate overnight parking.

### C. Commuter Parking

Students who reside off campus are eligible to purchase one of two **Commuter** parking permits, either a **NC** (salmon) permit for the North Commuter area, a **SC** (grey) permit for the South Commuter area; or they may purchase a permit for either the Knoles (96A) parking garage or the San Francisco (96B) parking garage. Commuter permits do not allow overnight parking.

### D. Employee Parking

Three types of **Employee** parking permits are available that correspond with an individual's employment status with the University:

1. Regular Benefit Eligible Employees may purchase an **E** permit that authorizes parking within all **E** or **Employee** parking areas, as well as the **NC** North and **SC** South Commuter lots. **Employee** permits do not authorize parking within any **Resident** lot, except as provided for in Sections III (F) and (G).
2. All other employees are eligible to purchase a reduced-fee **PT** employee parking permit. This permit authorizes parking within all **E** or **Employee** parking areas, as well as the **NC** North and **SC** South Commuter lots. This permit is not available for student employees.
3. University retirees who are confirmed members of the Northern Arizona University Retirees Association are eligible for a retiree parking permit (a **RET** permit) that authorizes parking within all **E** or **Employee** parking areas and the **NC** North and **SC** South Commuter lots. Retiree permit must be returned if the permit holder begins working at the University for more than ten (10) hours per week, begins teaching more than one (1) class, or enrolls as a student in more than one (1) class. An employee or student permit may then be purchased. Retirees are responsible for the cost of replacing lost permits.

"Restricted" **E** or **Employee** parking areas are open only to **Employee** permits 24 hours per day when the University is open. "Non-restricted" **Employee** lots are open to other permit holders during Off-Peak Hours (4:30 p.m. to 7:30 a.m. plus weekends and holidays) in accordance with Section III(G). No overnight parking without written permission.

### E. Special Permits

In addition to the standard **Resident**, **Commuter**, and **Employee** permits, a variety of special parking permits and permit "validators" are available, as described below.

1. **Evening Only**. A **PM** (blue) or evening-only parking permit is available to students who reside off campus, at Hilltop Townhomes or SkyView, and to visitors. This special permit is valid only during Off- Peak Hours (4:30 p.m. to 7:30 a.m. plus weekends and holidays). Holders of **PM** parking permits may use short-term parking options during all other hours. The **PM** permit

authorizes parking in all lots except **Resident** lots and “restricted” **Employee** lots.

2. **Parking Garage**. There are four parking garage permits available: Knoles Garage (**PG96A** – dark blue), San Francisco Garage (**PG96B** – light blue), Mountain View Garage (**PG96C** – brown), and the SkyView Garage or SkyView Resident Garage (**PG96G** - orange). There are three types of garage options: resident, commuter and employee. Employees who purchase a garage permit may park in **Employee** lots south of University Drive during “on-peak” zone hours. Students who live at SkyView are eligible to order a SkyView Resident Garage parking permit as outlined in the SkyView lease agreement. SkyView Resident Garage parking permits grant the ability to park in the SkyView garage only. SkyView Resident garage permits do not authorize parking in any surface parking lot at any time. Employee and commuter garage permits do not allow for overnight parking.
3. **Temporary**. One single time only, students, staff, or faculty may obtain a temporary permit valid for up to two (2) consecutive weeks at no charge. **Temporary** permits are issued according to zone availability.
4. **All-Area**. **AA** (black) – University employees who must use their personal vehicle to perform job duties may obtain this permit upon approval from their vice president and UTS. **AA** permits entitle the holder to park in any non-restricted stall in any parking lot, but not in government vehicle stalls or marked service areas, or otherwise in violation of these parking regulations.
5. **Vendor**. **AV** (black) – This permit is available to businesses that require short-term parking. Vehicles displaying **AV** permits may park in any regular non-restricted parking stall or any government vehicle stall for up to thirty (30) minutes. A vendor may have up to five (5) vehicles on campus and must request additional permits through [ask.parking@nau.edu](mailto:ask.parking@nau.edu). Vendor permits are not valid for personal use. Misuse of the vendor permit may result in revocation of parking privileges on campus.
6. **Motorcycle**. **MC** (black) – Motorcyclists may obtain and must possess a valid virtual parking permit and must park in designated motorcycle areas or posted motorcycle parking stalls only. Motorcycles are required to park in white hashed areas at the ends of stall rows and may not park in regular car or truck stalls. Motorcycles with a state-issued disability license plate or placard must obtain a valid University parking permit and may then park in any Disability Access Parking Stall. If a Disability Access Parking Stall is unavailable, parking is permitted in any non-reserved regular stall. Motorcycles may not be parked in the hashed areas adjacent to Disability Access Parking Stalls, in hashed areas adjacent to fire hydrants, or in violation of posted restrictions. No more than one motorcycle may be parked in a short-term pay space or metered stall. Motorcycles may park in 15-minute no permit required stalls for the allotted time with no more than one motorcycle parked in the stall at any given time.

7. **Government and Service Vehicle.** (black) – All University-marked vehicles including but not limited to carts are required to obtain a valid University parking permit. Law enforcement and emergency vehicles when responding to a campus emergency are excluded. Parking permit fees are charged to the department. External government agencies may purchase a government parking permit at the UTS office in the Centennial Building (building 91) located at 411 S. Beaver Street. Government and service vehicles (e.g. University-marked, law enforcement, emergency, vendor service vehicles, etc.) may park in any government stall, or any other non-restricted stall, and must otherwise park in accordance with all applicable requirements as set forth in these regulations. Exceptions to these requirements apply to government and service vehicles when responding to an emergency.
8. **Contractors.** Contractors or other service providers doing business on University property related to a contracted service or construction project must obtain a contractor parking permit. Rates vary based on the preferred parking location. Contractor permits are approved by the Director. Annual contractor permits entitle the holder to park in any non-restricted stall in any parking lot, but not in government vehicle stalls or service areas, or otherwise in violation of these parking regulations. Temporary contractor permits grant the same permissions but may be parking lot or parking zone specific. To avoid citations, contractors are advised to coordinate their parking needs with their NAU project manager, who is responsible for requesting project-related parking permits from UTS.
9. **Short-Term Disability Access Parking.** Temporary disability parking permits that authorize up to two (2) weeks of parking in Disability Access Parking Stalls are available for those with a valid University parking permit and a doctor's note. Those without a parking permit may purchase a temporary permit for short-term parking areas that will authorize parking in Disability Access Parking Stalls for up to ten (10) consecutive calendar days. Following the expiration of temporary disability parking permits, qualified persons who wish to continue to park in Disability Access Parking Stalls must obtain a state-issued disability license plate or placard from the Arizona Department of Motor Vehicles and a valid University-issued disability parking permit.

F. Holiday Break and Summer Parking Zone Exceptions

Throughout the summer and during the University's winter and spring break closures, the following parking zone exceptions apply:

- **Commuter** permit holders may park in any **Commuter** lot. Commuter permits do not allow for overnight parking.
- **Resident** permit holders may park in any **Resident** lot or in any **Commuter** lot.
- **Parking Garage** permit holders may park in any **Employee, Resident,** or **Commuter** lot (except SkyView residents with the SkyView resident specific garage permit may only park in the SkyView Garage)
- **Employee** permit holders may park in any **Resident** or **Commuter** lot



For the summer and winter, these parking zone exceptions begin on the first Monday following commencement and end on the Friday prior to classes resuming for the fall semester. During the spring holiday break, these parking exceptions apply Monday through Friday.

G. Parking during Off-Peak Hours

During Off-Peak Hours (4:30 p.m. to 7:30 a.m., plus weekends from 7:30 a.m. Saturday through 7:30 a.m. Monday morning, plus all holidays) holders of any valid University parking permit may park in any non-reserved stall in any unrestricted **Employee** or **Commuter** parking lot. **Employee** and **Commuter** permits do not allow overnight parking.

H. Disability Parking

Only when transporting the person who was issued the disability plate or placard, vehicles with a valid parking permit displaying a valid state-issued disability license plate or placard may park in designated Disability Access Parking Stalls. If a disability access stall is unavailable, the vehicle may park in any regular stall. Vehicles registered to a disability access permit may not park in reserved or service stalls, or fifteen (15) minute stalls for longer than fifteen (15) minutes, or in short-term metered or pay-by-space stalls without payment.

## **Section IV: Permit Refunds, Exchanges, Replacements**

A. Refunds

A partial refund may be requested prior to the following refund deadlines:

- Fall Permit: November 15
- Full Year Permit: April 15
- Spring Permit: April 15
- Summer Permit: June 15

The refund amount will be based on the date of purchase and the date a refund is requested. A request for refund must be emailed to [Ask.Parking@nau.edu](mailto:Ask.Parking@nau.edu). Refunds are not issued for expired permits, or short-term parking options. Once a refund has been issued, additional/subsequent permit purchases within that year will be charged at the full rate.

B. Exchanges

Permits may be exchanged for different types at any time of the year based on space availability. A \$5 exchange service fee will apply (plus any applicable upgrade fee), which is waived for students who are placed in temporary housing. If exchanging a permit, the driver must park in the original zone until the exchange is complete and the vehicle(s) is registered to the new permit. No refund for downgrading a permit after refund deadline.

C. Replacements

Replacements for illegible, damaged, lost, or stolen permits may be obtained from UTS (fees may apply). The illegible or damaged permit must be provided. When replacing a windshield, physical permits must be transferred to the new windshield. A request for free replacement of a stolen or irretrievable permit from a vehicle accident must be accompanied by police or insurance documentation. A permit that has lost its adhesiveness may be brought into the UTS office for a replacement at no charge. When a vehicle is sold or traded, the permit holder is responsible for retaining possession of their physical parking permit and updating the vehicle registration information with UTS. If a permit is not removed from a sold or traded vehicle, the permit holder is responsible for replacement costs. Permit replacement fees are based on the duration of time remaining in the applicable period.

## **Section V: Parking Violations and Sanctions**

### **A. Responsibility for Citations and Fines**

1. Permit holders are responsible for all citations issued to any vehicle registered to their permit, without regard to the identity of the vehicle's operator at the time the citation was issued.
2. The registered owner or primary driver of any unregistered vehicle parked on University property is responsible for citations issued to that vehicle without regard to the vehicle's operator at the time the citation was issued.
3. When it is determined that a University employee, student, or affiliate has a relationship or other link to the registered owner of a vehicle with outstanding citations, a review will be performed to determine the responsible party. Based upon the information obtained from reliable sources, including the University and the State Department of Motor Vehicles, the vehicle and citations will be linked to the party determined to be responsible instead of the registered owner.
4. The individual linking a vehicle to their account, through either a permit or citation appeal, will become responsible for all previous citations connected to that vehicle that are not linked to another person, until the account balance is zero and the vehicle relationship ends.
5. In compliance with Comptroller Policy 104, Collection of Debts Owed to the University by Employees, past due fine amounts may be deducted from the employee's paycheck.

### **B. Violations**

Northern Arizona University's parking violations for which the sanctions as stated may be imposed are described below. Fine amounts are at the discretion of UTS and are subject to change without notice. The fine amounts currently in effect are listed in the most recent version of these regulations available at <https://nau.edu/university-policy-library/parking-regulations>.

1. **Unregistered Vehicle.** All vehicles parked on campus, other than those in short-term parking spaces displaying a valid short-term parking receipt as required by local signage, must be registered with UTS and display a valid virtual or physical parking permit. \$100 fine.
2. **Improper Display of Physical Permit or Short-Term Receipt.** A physical permit holder or user of short-term parking must clearly, completely, and without obstruction display their valid parking permit or a valid short-term parking payment receipt in accordance with these regulations. \$25 fine.
3. **Unauthorized Permit.** Physical or virtual parking permits must match the license plate of the vehicle to which they are linked and on which they are displayed and may not be displayed on any unregistered vehicle. Vehicles are only authorized to be linked to one active physical or virtual permit. Intentionally providing false information when purchasing a permit or when registering a new vehicle to an existing permit may result in the revocation of parking privileges. Unauthorized use or obtainment of any parking permission, including for annual, short-term, or temporary parking, is prohibited. \$150 fine and may also be referred to law enforcement.
4. **Unauthorized Parking Area.** All vehicles must be parked within lined, designated stalls. Row ends, hashed areas, and curbsides are not available for overflow parking. Motorcycles may not be parked in a regular parking stall and must instead be parked in white hashed areas that are not adjacent to a Disability Access Parking Stall or a fire lane. Areas not indicated as acceptable for parking by local signage or painted stall lines are considered to be no parking areas. \$35 fine.
5. **Permit Zone Violation.** A vehicle may only park in the parking lots or areas that are specifically authorized by a valid permit. Physical permits are color-coded to match the signage at the entrance of each parking lot. All parking lots are individually posted to indicate the type of permit required. \$60 fine.
6. **Obstruction of Vehicular or Pedestrian Traffic.** Vehicles may not be parked or left unattended for any length of time while in any way obstructing vehicle or pedestrian traffic areas such as sidewalks, crosswalks, designated pedestrian or bicycle pathways, or vehicle drive lanes. Parking a vehicle in a manner that blocks a crosswalk, street, or throughway is prohibited. \$35 fine.
7. **Stall Line Violation.** Vehicles must be parked entirely within designated parking stalls. Other improperly parked vehicles do not justify parking any part of a motor vehicle outside a designated space. When parking areas are covered or obscured by snow, drivers shall park a reasonable distance from the next vehicle and correct their vehicle's position to align with painted stall lines as the lot clears. \$25 fine.
8. **Short-Term Parking Area Violation.** The University provides pay and display parking lots, pay-by- space parking stalls, meter spaces, and parking garage

spaces for short-term parking. Payment is required as posted. Parking any time during a twenty-four (24) hour day for up to fifteen (15) minutes in designated fifteen (15) minute parking stalls located throughout campus does not require payment or a parking permit. Posted short-term restrictions are in effect year-round. \$45 fine.

9. **Parked in an Area Not Designated for Motor Vehicle Use.** Parking in an area that is not designated for vehicle use is prohibited. Vehicles may not be parked or left unattended for any length of time in dirt, forest, or wooded areas, on medians or lawns, or on any other non-paved and signed area. \$60 fine.
10. **Parked in a Restricted Area.** Parking in a fire lane, at a fire hydrant, or adjacent to a red curb or bus stop pull-out is prohibited. Driving into, through, or parking in any area closed by barricades, chains, or other vehicle control devices, including signs, is prohibited. Parking spaces reserved for use by government vehicles, motorcycles, residence hall directors, visitors, low-emission vehicles, patient parking, or others as posted are restricted to authorized users 24 hours daily. \$100 fine.
11. **Disabled Access Parking Violation.** Unauthorized parking in or blocking any part of a Disabled Access Parking Stall or access aisle is prohibited. Disability Access Parking Stalls and access aisles may not be used for short-term parking or for loading or unloading vehicles. \$200 fine.
12. **Failure to Properly Display a Valid Permit:** As outlined in Section II(B) above and as illustrated in the [Parking Diagram](#) included as an appendix of these regulations, vehicles that lack a front license plate must drive forward into and park front first in the parking space so that their rear permanent or temporary license plate (or a rear mounted UTS supplemental plate for vehicles with a temporary plate that cannot be displayed in the normal permanent license plate display location) faces and is clearly visible from the Parking Lot Drive Aisle immediately adjacent to the parking space. Alternatively, the vehicle must display a UTS-issued supplemental parking plate mounted to the vehicle's front license plate bracket. Garage-parked vehicles must display a physical permit on a vehicle's windshield as this remains necessary for operating parking garage access gates. \$60 fine.
13. **Altered or Counterfeit Permit.** Displaying a counterfeit physical permit or one that has been altered in any way from its original condition is prohibited. Use or obtainment of an altered, counterfeit, or falsified permit, or use of a physical permit obtained from any source other than UTS, is prohibited and may result in the revocation of parking privileges. Subject to immediate immobilization plus a \$275 fine and may also be referred to law enforcement.
14. **Tailgating.** Immediately following behind another vehicle to elude parking facility access control devices or gates without presenting valid parking credentials or providing due payment is prohibited. Vehicles must enter and exit controlled access parking facilities using valid parking credentials or by providing proper

payment. Vehicles entering or exiting a parking structure by driving directly behind a vehicle entering or exiting the structure on the same gate cycle. For a new gate cycle to commence, the arm of the gate must lower ultimately before initiating it to rise again either with one's permit or with credit card entry. Removing or damaging an access control device, including but not limited to, a parking gate boom or control arm, is prohibited. \$275 fine plus the cost of repairs and may also be referred to law enforcement.

15. **Multiple Vehicles on Campus**. Only one of the multiple vehicles that may be registered to a single virtual or physical permit may park on campus at one time, unless the additional vehicle parks in a 15- minute or a pay-by-space parking stall. \$60 fine.
16. **Immobilization**. Vehicles displaying an altered or counterfeit permit, that have received three (3) or more non-processed citations, or that are associated with an account that has collected an outstanding citation fine balance of \$150 or more are subject to towing, impoundment, or immobilization at the owner's expense. When a vehicle has been immobilized or impounded, the entire outstanding fine balance must be paid in full prior to release of the vehicle to its owner. The fee for removing an immobilization device is \$60.

## **Section VI: Citations**

### **A. General**

Recipients of parking citations may either i) pay the fine in full within thirty (30) calendar days of the issue date; ii) request authorization to participate in the Parking Diversion Program within fourteen (14) calendar days of the issue date, or iii) appeal the citation within fourteen (14) calendar days of the issue date if the recipient believes the citation was issued in error or there are other grounds for its dismissal or modification. Fees imposed for vehicle towing, relocation, and immobilization are not appealable and must be paid without exception prior to the release of the vehicle to its owner. Citation fines may not be applied to the cost of a parking permit.

### **B. Payment**

1. Citations are viewable online via "Manage My Parking." Students and employees may pay citation fines online via Louie. Checks may be mailed to PO Box 5603, Flagstaff, AZ, 86011 along with the entire bottom portion of the citation that has been filled out completely. Students may make cash payments in- person at Student and Departmental Account Services (bring the citation to ensure proper credit). To avoid late payment fees and other penalties such as vehicle immobilization, parking citation fines must be paid in full within thirty (30) days of issuance. Fines paid after thirty (30) days are considered delinquent and late fees and other penalties may apply. Upon request UTS can provide copies of lost citations.

2. Citations are not considered settled until the fine is paid in full or dismissed as the result of an appeal. Fines determined as the result of an appeal decision must be paid within thirty (30) calendar days of the decision to avoid additional late payment fees or other penalties, such as immobilization. UTS will generally process refunds that result from appeal decisions within ten (10) business days of the decision, which for students will appear as a credit on the student's account (if the student account is in deficit, the refund/credit will automatically offset the balance owed accordingly).

#### C. Parking 101 Program

As an alternative to paying a parking citation fine, one time per each University fiscal year (July 1 through June 30), the recipient of a parking citation may within fourteen (14) calendar days of the citation's issue date submit an email to [parking.appeals@nau.edu](mailto:parking.appeals@nau.edu) to request the opportunity to complete the Parking 101 Program, which consists of a self-directed online educational opportunity. The Parking 101 Program is only available to students, faculty, and staff members with an active LOUIE login for Canvas. An individual who chooses to participate in the Parking 101 Program waives their right to appeal the citation. Most parking citations are eligible for resolution through the Parking 101 Program, except for the following:

- Parked in a restricted area
- Disability Access Parking Stall violation
- Altered or counterfeit permit
- Tailgating
- Immobilization fee
- Relocation fee

As a means of preventing or reducing additional citations, the Parking 101 Program is intended to help educate members of the University community about NAU's parking regulations. A test score of eighty percent (80%) or higher is necessary for the program to be successfully completed. If the 101 program is not completed successfully within fourteen (14) calendar days from the date the enrollment link is provided, the original parking citation fine will be automatically reinstated and must be paid in full within thirty (30) calendar days to avoid late fees and other additional penalties, such as vehicle immobilization.

#### D. Appealing a Citation

Parking citations may be appealed in the manner set forth below. Appeal decisions are based upon a preponderance of the evidence. Throughout the appeal process, appellants may be assisted or represented by an advisor of their choosing, who may be an attorney. University parking citation appeal proceedings are non-adversarial administrative forums that do not involve witnesses or any type of cross-examination. Formal rules of evidence do not apply. When an appellant chooses to be assisted or represented by an attorney, the UTS Appeals Board may also be assisted or represented by an attorney. Private attorneys who will represent appellants before the UTS Appeals Board are required to notify University Transit Services at least ten (10)

calendar days prior to the review date. Grounds for modifying or dismissing a parking citation fine do not include any of the following:

- Have never received a parking ticket before
- Lack of knowledge of the University's parking regulations
- Late for class or appointment
- No other place to park or only parked improperly for a brief time
- Violation was necessary to fulfil school or employment duties
- Other vehicles were also parked improperly
- Inability to pay or financial hardship imposed by the fine
- NAU does not provide enough parking or enough parking in a specific or convenient area
- Belief that citations are not issued to others in the same or similar circumstances
- Belief that the fine amount is excessive

Appeals must be submitted within fourteen (14) calendar days of issuance of a citation either online via "Manage My Parking" or in person at the UTS office. Supporting documentation or other relevant information may be attached to the appeal notice. Filing a notice of appeal will suspend the imposition of late payment fees for the duration of the appeal. Towing, impoundment, and immobilization fees are not appealable and must be paid without exception prior to the release of the vehicle. Relocation fees are not appealable. The appeal process is as follows:

1. **First Level Appeal.** All parking citation appeals are first heard by the UTS Appeals Officer who will review the appellant's written statement, any supporting documentation provided, and other relevant evidence to determine, based upon the written record only, whether to uphold, modify, or dismiss the parking citation fine. First Level Appeals do not include a personal meeting with the UTS Appeals Officer or an in-person review of any kind. Instead, the appellant must submit all reasons, arguments, and information as to why their citation fine should be modified or dismissed. In the absence of extraordinary circumstances that prevented its earlier submission, no new information may be submitted later in the appeal process that is not provided for review by the UTS Appeals Officer during the First Level Appeal. First Level Appeal decision notices are transmitted to the appellant via email. Payment of any fine imposed as the result of a First Level Appeal is mandatory prior to initiating a Second Level Appeal.
2. **Second Level Appeal.** An appellant who is dissatisfied with the outcome of their First Level Appeal and who has paid any resulting fine may initiate a Second Level Appeal. Such appeals will be considered by the independent UTS Appeals Board, which shall consist of five (5) NAU community members appointed by the UTS Director. The Director will designate one member to serve as the Board's presiding officer. Second Level Appeal requests must be submitted either online via the Manage My Parking function located at <https://in.nau.edu/university-transit-services/manage-my-parking> or in person at the UTS office within fourteen (14) calendar days after the First Level Appeal decision date. A Second Level Appeal request will not be accepted without

proof of payment in full of any fine imposed as the result of a First Level Appeal. The UTS Appeals Board may only consider reasons, arguments, and information as to why the citation fine should be modified or dismissed that were provided by the appellant for consideration by the First Level Appeals Officer during the First Level Appeal. The UTS Appeals Board will review the First Level Appeal case materials and will determine based upon the written record only whether to uphold, modify, or dismiss a parking citation fine. In the alternative, an appellant may request an in-person review or arrange for a telephonic appearance before the UTS Appeal Board. UTS will transmit a written "Notice of Appeal Review" to the appellant no less than twenty (20) calendar days prior to the scheduled review date that will include a statement of the date, time, location, and nature of the review. An appellant who cannot attend the appeal review on the date scheduled must notify UTS in writing within ten (10) calendar days of the Notice of Appeal Review date to request rescheduling. Once confirmed, absent extraordinary circumstances, postponements or continuances of scheduled review appearances will not be granted. An appellant who fails to appear at their in-person or telephonic appeal review will be deemed to have abandoned their appeal. The decision of the UTS Appeals Board is final. Appellants who fail to specify whether their Second Level Appeal request is for a written or in-person review will be eligible for written review only.

#### E. Notice of Judicial Review

A written final decision by the UTS Appeals Board shall advise the appellant that no further review procedures within the University are available; the individual may have the right to judicial review in the state courts; the time to pursue any legal action may be short; and, if the individual wishes to pursue legal action, the individual should seek legal counsel.

### **Related Information\***

[Parking Diagram](#)

[Manage My Parking](#)

[Northern Arizona University Parking Information Map](#)

[Student Code of Conduct](#)

[Arizona Motor Vehicle Code](#), Title 28, Arizona Revised Statutes

A.R.S. § 12-901, *et seq.*, [Title 12, Arizona Revised Statutes](#)

[A.R.S. § 15-1627](#)



## Policy History\*

7/16/2025	Policy revised. Interim policy approved.
11/21/2024	Non-Substantive Change to Section VI.C. clarifying that an active LOUIE login for Canvas is required to participate in the Parking Citation Diversion Program.
10/16/2024	Policy revised.
6/5/2024	Updated links.
9/22/2023	Policy revised.

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\* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.