



PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave, Suite 1331, Portland OR 97204

Main: 503-823-5185 TTY: 503-823-6868 Fax: 503-823-7576

Portland.gov/Transportation

## ZONE N FORM - BUSINESS AREA PARKING PERMIT EMPLOYEE ROSTER AND TRANSPORTATION WALLET

*Attention: Only businesses who bought permits in 2019 and/or 2020 are eligible to apply for a Zone N permit. The total number of permits ordered may not exceed the number of permits issued in 2019.*

### **INSTRUCTIONS FOR UPLOADING FORM IN ONLINE SYSTEM:**

1. Fill out this form in the web browser.
2. Click the print button.
3. Choose "save as PDF".
4. Save the form to your device, give it a name you can easily locate.
5. Log into the online permit system. Follow the prompts.
6. On step 4, you will click "choose file".
7. Find the file saved to your device.
8. Double click on the file to upload it to the online permit system.
9. Note that when the file has been successfully uploaded, it will say "submitted"

### **1. APPLICANT INFORMATION (REQUIRED)**

**Name:**

**Business Name:**

**Address:**

**Email:**

### **2. CALCULATE NUMBER OF PERMITS (REQUIRED IF YOU ARE BUYING PERMITS)**

The number of annual business permits available to your business is calculated from the payroll information you submit below (see step #4 Employee Roster on page 3). Zone N businesses may purchase up to 70% of the total FTE. Note the total # of permits purchased this year cannot exceed what you ordered in 2019. To calculate your allotment:

- a) Total number of employee hours per week calculated from step #4 Employee Roster (maximum 40 hours per employee):
- b) Divide total number of hours by 40. This is your total FTE:
- c) Multiply total FTE by .7 and round up. This is the maximum number of permits you are eligible for. The total # of permits purchased this year cannot exceed what you ordered in 2019.



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### 3. ORDER TRANSPORTATION WALLETS (OPTIONAL)

The Transportation Wallet is an effective, low-cost strategy to reduce parking demand and congestion by increasing trips taken on transit, and by biking, walking and scooting. The Transportation Wallet comes with a \$200 TriMet Hop Card, \$99 BIKETOWN Credit, \$30 E-Scooter credit, and a Portland Annual Streetcar pass with a total value of \$769.

You can trade in parking permits to get FREE Transportation Wallets and/or you can purchase Transportation Wallets for \$99 each. If you trade in your parking permits in exchange for Transportation Wallets, you cannot trade them back during the permit year, even if contents remain unused.

#### Do you want to trade in parking permits for FREE Transportation Wallets?

Get 1 FREE Transportation Wallet for each permit you purchased in 2020 (or 2019 if you do not have a 2020 permit) but do not to purchase this year. Combined business permit purchase and Transportation Wallet order cannot exceed your permit eligibility limit (page 1, 2C).

#### Calculate Transportation Wallet Order

# of permits purchased in 2020 (or 2019 if you do not have a 2020 permit)	-	# of permits you are purchasing this year	=	# of FREE Transportation Wallets You Are Eligible for
	-		=	

- a) How many FREE Transportation Wallets do you want to order?
- b) Transportation Wallets will be sent out with either TriMet's Adult or Honored Citizen (age 65+/Disability) Hop Cards. Of the FREE Transportation Wallets you are ordering, how many Honored Citizen Hop Cards would you like?
- c) Provide a permit # located on your permit, from 2020 (or 2019 if you do not have a 2020 permit):

If you are ordering FREE Transportation Wallets + purchasing permits, upload all completed pages of this form with your permit application in the online system. Apply at [portland.gov/zoneparking](http://portland.gov/zoneparking).

**or**

If you are ordering FREE Transportation Wallet(s) + purchasing NO permits, email this form to [pbotparkingpermits@portlandoregon.gov](mailto:pbotparkingpermits@portlandoregon.gov).

#### Don't want to trade in parking permits? You can purchase Transportation Wallets for \$99 each.

Purchase Transportation Wallets for \$99 each submitting an application on [www.Transportationwallet.com](http://www.Transportationwallet.com).

## 4. EMPLOYEE ROSTER - Hours per week maximum is 40 per employee (REQUIRED IF YOU ARE BUYING PERMITS)

No.	Last Name	First Name	Hours work per week
1.			
2.			
3.			
4.			
5.			
6.			
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43.			

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No.	Last Name	First Name	Hours work per week
44.			
45.			
46.			
47.			
48.			
49.			
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No.	Last Name	First Name	Hours work per week
88.			
89.			
90.			
91.			
92.			
93.			
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120.			
121.			
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127.			
128.			
129.			
130.			

Total Number of Employee Hours:

**Please submit additional roster pages if you have more than 130 employees.**

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## 5. SIGNATURE (REQUIRED)

By applying for this permit and signing the application, the undersigned agrees to the following:

- All the information on this form (and any supplemental information I have provided) is true and correct.
- I authorize the parking permit program administrator to verify any information contained herein.
- The business permit(s) assigned to employees may only be used for the purposes of conducting business.
- To immediately cancel my permit(s) if the business relocates outside of the permit area.
- All permit(s) will be canceled and vehicles will be subject to citation if improper use is demonstrated.

Signature (*Type your full name*)

Date:



The City of Portland ensures meaningful access to city programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. To request these services, contact 503-823-5185, City TTY 503-823-6868, Relay Service: 711.