SPECIAL USE PERMIT FEES

and

COMPLETE APPLICATION CHECKLIST

for

PRIVATE TRANSPORTATION PROVIDERS

FEES:

1. Application Processing Fee - $100.00
2. Bond – Requirements based on proposed use, determined on a case by case basis. If approved, you will be notified if bonding is required.
3. Insurance Requirements - $1,000,000 minimum

COMPLETE APPLICATION CHECKLIST:

1. Completed application form
2. Description of event/activity shuttle services are being provided for
3. Name of company/agency providing shuttle services
4. Copy of WUTC Certification (Required if provider charges for its transportation services)
5. Written statement indicating certificate is in good standing (if certificate is required)
6. List of requested Park and Ride lots to be used for transportation purposes, including Park and Ride name and address or location
7. Schedule of transportation services including dates/times/number and frequency of trips
8. Type and number of shuttle vehicles (if using vans or buses– weight)
9. Number and location of parking spaces requested for use at each lot and requested location – or total number of shuttle trips (roundtrip) at each lot
10. Proof of insurance, declaration page from insurance carrier
11. Copies of any other required/related permits or documentation

Approval or denial of permit will be five (5) business days from the date all documentation listed above has been received by Skagit Transit.

Skagit Transit Use

Completed Application received: _________________________________

☐ Application Fee of $100.00
☐ Completed Application
☐ Proof of Insurance, Declaration page from Insurance carrier
☐ WUTC and written statement indicating Certificate is in good standing (if required)

APPROVED BY: ___________________________________________ Date: ________________

(Skagit Transit Authorized Representative)
# APPLICATION FOR FACILITIES USE AGREEMENT - PERMIT

## SKAGIT TRANSIT

### APPLICATION SECTION

1. **Applicant/Company Name:** ___________________________ **Phone #:** ________________
2. **Address:** ___________________________ **City, State, Zip:** ___________________________
3. **Contact Person:** ___________________________ **Phone #:** ___________________________
4. **Address:** ___________________________ **City, State, Zip:** ___________________________
5. **E-Mail Address:** ___________________________ **Fax:** ___________________________
6. **WUTC Certification Number:** ___________________________ **Expiration Date:** __________

- [ ] Auto Transportation Co.  
- [ ] Special Needs  
- [ ] Charter  
- [ ] Excursion

7. Attach a copy of the WUTC Certificate and a written statement indicating that your certification is in good standing.

8. **Transportation purpose (i.e., sports event, festival, airport services etc)**
   ______________________________________________

9. **Park and Ride lot names(s) & location(s):**
   ______________________________________________

10. **Number of parking spaces needed:** ______________ **Time needed:** ___________________________

11. **Type of vehicles providing transportation:**
    ______________________________________________

12. **Schedule (include dates and arrival & departure times):**
    ______________________________________________

13. **Number of vehicle trips from P&R:** __________ **Number of vehicle trips to P&R:** __________

14. Are there any related permit application(s) pending: Skagit Transit, Skagit County, Federal, State or Local
    
- [ ] Yes  
- [ ] No  

- If “yes”, permit or application numbers __________________________________________

**APPLICANT SIGNATURE:** ___________________________ **DATE:** ___________________________

### APPLICATION DATE: | REVIEWER: | PERMIT #:

- [ ] TRANSIT  
- [ ] OTHER  
- [ ] PRIVATE USE  
- [ ] COMMERCIAL USE  
- [ ] UTILITY USE  
- [ ] MUTUAL BENEFIT  
- [ ] TEMPORARY USE  
- [ ] LONG TERM USE

**APPROVAL:** ___________________________ **DATE:** ___________________________

**APPROVAL:** ___________________________ **DATE:** ___________________________

**APPROVAL:** ___________________________ **DATE:** ___________________________