

# Parking Services

Click here to  
APPEAL TICKET

## Notice:

Updated: 07-22-2007

Some things to know about parking before you go to buy your permit:

- Students can now buy parking permits online [HERE](#). The permit will be mailed to the student's local address and a \$2.00 shipping charged will be applied.
- Campus residential parking permits will be using hangtags.
- There will be three types of campus resident parking permits: White is for residential lots only; Green/White and Gold/White combination permits to allow for parking in the non-residential parking lots.
- Proof of vehicle insurance will no longer be accepted to obtain a parking permit. The driver will need to submit proof of registration, title, or license tag receipt.
- The "Evening Orange" Parking Permits may be purchased by students that have only evening classes, or Saturday classes.

## Location

UTD Bursar / Parking Services  
PO Box 830688  
Mail Station: MC-15  
Richardson, TX 75083-0688



*Our Office is located at the Bursar Office in the lower level of the McDermott Library*

## Information Center

The Information Center is on University Parkway and is operated



Monday-Friday  
**7:00am - 2:00am**  
Saturday & Sunday  
**2:30pm - 2:00am.**

Temporary Passes, Loading Zone Passes, and Campus Maps may be obtained at this building.

## Office Hours

**Monday - Thursday**      9:30am - 6:30pm  
**Friday**                      9:30am - 5:00pm

**Phone:** 972-883-2344

**Fax:** 972-883-6464

**Email:** [Click Here to ask a Question](#)

## After Hours Contact

When the Information Center is closed. Temporary Parking Permits may be obtained by visiting the UTD Police Communications Center, which is located on the northeast corner of campus in the Police building.

**Note:** Campus events which require special parking arrangements should be submitted for consideration via the online [Event Registration & Request Form](#).

## VISITOR INFORMATION

### Visitors

Visitors may obtain a one-day parking pass at the Information Center on University Parkway or at the Police Department when the Center is closed.. Multi-day passes must be obtained at the Parking & Traffic Office. **Students, faculty and staff are not allowed to park in visitor spaces**; when driving a different vehicle a pass should be obtained at the Information Center.

**Waterview Park Apartment** visitors **must** obtain a pass from the, Information Center or Police Department, 24 hrs a day.

## FAQ'S ETC

### Most Frequent Parking Violations

1. Parking without a permit
2. Meter violation
3. Not designated by permit
4. Permit improperly affixed/displayed

### How to Avoid Parking Citations

1. Properly display a valid UT-Dallas parking permit when parking on campus. If you forget you permit, or drive an alternate vehicle, a daily temporary permit for your assigned parking area may be obtained at the Information Center or Police/Parking Office.
2. You can **only** park in an area authorized by your permit. If you can not find a space in one lot, you must park in another. If you cannot locate a space in **any** lot, contact UTD PD 883-2331 for assistance. The Police Department offers escorts anywhere on campus.
3. If the place you are parking is not marked with a color you are authorized to park in, then it **IS NOT** a parking space. This includes, curbs, streets, edges of lots, etc. Lack of signage **DOES NOT** indicate it is permissible to park.
4. Permit must be displayed properly when parking on campus.
5. Have visiting family and friends obtain a visitor parking permit before parking on campus. **This includes Waterview Park Apartments.**
6. If you lend your vehicle to anyone, make sure they know where to park on campus. **You** will be held liable for any parking citations issued to your vehicle or your permit number.
7. If your vehicle becomes inoperable, you must report it to UTD PD at 883-2331 immediately. They may be able to assist.

8. Permits are not valid in parking meters. Meters must be fed during hours of operation.
9. Holidays and school breaks. Valid parking permits are required on all vehicles parked on campus when the University is open for business, e.g.: Spring Break & intersession.
10. If in doubt, **ask the PARKING OFFICE!** There are many rumors, myths, etc out there that end up false and individuals with citations.

**INVALID excuses for parking illegally (these are not all inclusive):**

- ◆ Not knowing the Rules & Regulations will not be considered as justification for appealing
- Parking Only For A Few Minutes
- ◆ Referring To The Rules As Ridiculous
- ◆ Inclement Weather
- ◆ Late For Class Or Meeting
- ◆ Lot Being Full
- ◆ Drive Occasionally And Should Not Have To Purchase A Permit Or Pay Any Fine
- ◆ Another Student/Faculty/Staff Advised Me To Park There
- ◆ All Meter Violations, Including No Signage With Instructions To Pay Meter
- ◆ Other Improperly Parked Vehicles Do Not Constitute An Excuse For Improper Parking

**INCLEMENT WEATHER CLOSURES**

[www.utdallas.edu/utdgeneral/business/PhysicalPlant/weather.htm](http://www.utdallas.edu/utdgeneral/business/PhysicalPlant/weather.htm)

## PERMIT CLASSIFICATIONS & COSTS

All faculty, staff, and student vehicles are required to display a valid UTD hangtag when parked on university property. Waterview permits are to be **properly affixed to the outside lower left rear window**. If you do not have a rear window your permit is to be attached to the rearview mirror. Hangtags are to be clearly displayed from the rearview mirror. If you find it difficult to hang it from the mirror, attaching a string to the hangtag works well.

Parking registration is a personal obligation. Parking permits are the property of UTD and issued to a specific individual - possession of the permit may not be transferred. By obtaining a parking permit, the holder agrees to abide by the rules and regulations of UTD.

You can park “down” from your permit color, but never up. Ex: Orange can also park in gold & green and gold can also park in green.

\$ 30	RESIDENT	Waterview Park Only *
\$ 75	GREEN	General Parking
\$125	GOLD	Close-in Parking
\$160	ORANGE-EVENING	May park in Orange parking <b>AFTER</b> 5pm May park in Gold parking <b>BEFORE</b> 5pm
\$190	ORANGE	Administrative
\$260	PURPLE	Administrative Reserved
**	DISABLED	

\* Waterview Park Housing Permits are **required** for all Residents. **Residents must provide a copy of their lease, comet card and insurance to obtain this permit.** The Permit is a flat fee of \$30.00 for

each vehicle. New or replacement vehicles are also thirty dollars. This permit allows parking at Waterview Housing **only**. Housing stickers must be properly affixed on the outside lower left-corner of the rear window behind the driver.

Campus parking in non-residential areas is a separate permit purchase. Parking on campus without a campus permit displayed or parking in Waterview without a Waterview permit displayed is a \$30.00 offense. Parking in Waterview while displaying a campus permit or parking on campus while displaying a Waterview permit is a \$40.00 offense.

**(Student, Faculty or Staff affiliation with UTD is not an exception for obtaining a visitor pass for the Waterview Apartment parking lots. Students, faculty, & Staff visiting the Waterview Park Apartments are not entitled to having the first citation in the apartment parking lots dismissed?)**

\*\* All persons requesting Disabled Parking must register with the Parking Office and purchase the equivalent to a green permit.

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### Loading zone & docks

Twenty (20) minute passes are issued from the Information Center, Parking Office or Police Dept (after hours).

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### Temporary permits

In extraordinary circumstances, the Parking & Traffic Office may issue temporary permits to students, faculty, and staff wishing to park unregistered vehicles on campus for short periods of time. It is the responsibility of the driver to obtain the temporary permit prior to parking the vehicle on campus. A fee of \$5/week is charged to non-permit holders. Permit holders must provide documentation for the need for a temporary permit. Please contact the Parking Office for more information.

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### Prorate

Parking Permits prorate every 30 days. Prorated levels are subject to change according to Registration for classes or date of hire.

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### Permit Refunds

1. Housing permits are non-refundable.

2. All other Campus parking Permits are refundable.
3. Prorated refunds can be issued for unused portions of academic year.
4. To obtain the refund the parking permit must be turned in to the parking office within 7 days of withdrawing from classes, end of term, or terminating employment.
5. Students or Staff receiving refunds must be no longer affiliated with the University.

**Replacement Permits:**

As of 09/06/02, all fees for Replacement Permits are for permits reported stolen without forced entry. If a permit is lost, it is full price for replacement. All reports of stolen permits need to be accompanied by proof of theft.

Replacement Hangtags	
Green	\$30
Gold	\$50
Orange-Evening	\$55
Orange	\$60
Purple	\$80

**HOW TO PURCHASE PERMITS & OBTAIN REFUNDS**

**How to purchase:**

Registration Form available for download from menu on left, or the gray bar at the top of this site.

**Students**

Registered students with prepaid permits may obtain them from the Parking & Traffic Office in person. Students are also permitted to purchase directly from the Parking & Traffic Office with payment by cash, check, or credit card.

**Waterview Park Apartments**

Waterview Park Apartment Permits are required for all Residents. Residents must provide a copy of their lease, comet card and insurance to obtain this permit. The Permit is a flat fee of

\$30.00 for each vehicle. New or replacement vehicles are also thirty dollars. This permit allows parking at Waterview Housing **only**. Housing stickers must be properly affixed on the outside lower left- corner of the rear window behind the driver.

**(Student, Faculty or Staff affiliation with UTD is not an exception for obtaining a visitor pass for the Waterview Apartment parking lots. Students, faculty, & Staff visiting the Waterview Park Apartments are not entitled to having the first citation in the apartment parking lots dismissed?)**

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### Faculty/Staff

Permits may be purchased at the Bursar's Office by cash, check, or credit card. All permits are for the fiscal year; if an employee separates during the year, a prorated refund may be obtained by presenting the hangtag to the Parking & Traffic Office along with the University checkout form.

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### Students

Permits may be purchased at the Bursar's Office by cash, check, or credit card. All permits are for the fiscal year; if a student separates during the year, a prorated refund may be obtained by presenting the hangtag to the Parking & Traffic Office along within 7 days of separation.

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### Disabled parking

Students or Faculty/Staff members who wish to use disabled parking spaces on campus must be registered with the State as being disabled and purchase a green permit. Those who have blue hanging placards are required to bring a copy of TxDOT Form D12-214 that was filed with the County Tax Assessor-Collector. If the applicant has a disabled license plate, license tag receipts may be used.

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Applicants with temporary 6-month disability through the State (red placards) are also required to bring a copy of the document filed with the County Tax Assessor-Collector. Temporary short-term disabled parking is handled on a case by case basis.

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### How to obtain a refund

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#### Faculty/Staff

Upon request and only in the event service is terminated by resignation or a leave of absence without pay a refund will be given based on a prorated refund schedule. Request for refund will not be honored when a person's privilege to park and drive on campus has been suspended or if outstanding charges or other debts remain unpaid. Requests for refund of entire amount will be subject to a \$7.50 administrative and handling charge.

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#### Students

1. Housing permits are non-refundable.

- 2. All other Campus parking Permits are refundable.
- 3. Prorated refunds can be issued for unused portions of academic year.
- 4. To obtain the refund the parking permit must be turned in to the parking office within 7 days of withdrawing from classes, end of term, or terminating employment.
- 5. Students or Staff receiving refunds must be no longer affiliated with the University.

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**Reciprocity**

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Reciprocal permits are issued to students or staff who have proof of a permit purchase with UT-Arlington or UT-Southwestern Medical Center.

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**WHERE CAN I PARK WITH MY PERMIT?**

**Click [here](#) to view a color coded parking map.**

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**You can only park in a parking space designated by your permit color, or any level down:**

COLOR	CAN PARK IN
Purple	Purple, Orange, Gold, Green
Orange	Orange, Gold, Green
Gold	Gold, Green
Green	Green
Waterview	Waterview- ONLY

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**If there is not a color designation by either bumper, curb or center-line, then it IS NOT a parking space.** If you have difficulties finding a parking space, feel free to contact the Parking Office during business hours (972.883.2344) or the Police Department after hours and we will assist you in finding a parking space. The Police Department offers walking escorts 24 hours a day. Feel free to contact them at 972.883.2331 or stop by the Police Department.



The Parking Department conducts lot usage surveys twice a semester to determine the number of open parking spaces for each color designation in every lot. Currently (this is subject to change at any time), the allocation of colors in various lots are as follows, :

Lot	Purple	Orange	Gold	Green	Disabled	Visitor	Meters	Special	TOTAL
A	9	46	248	1045	5	8	0	3	1364
B	0	13	284	465	3	0	0	0	765
C	0	8	95	320	0	0	0	0	423
D	0	0	25	215	0	0	0	0	240
E	4	23	25	0	9	0	0	5	52
F	0	0	0	0	2	0	33	2	37
G	75	0	0	0	18	0	19	0	112
H	2	15	192	455	10	5	0	0	679
I	0	0	50	85	7	17	0	0	159
J	0	18	225	395	19	8	0	2	667
K	12	0	0	0	5	0	46	0	63
L	4	44	8	0	4	13	0	6	79
M	27	100	20	0	6	0	0	0	153
N	0	5	28	0	3	30	0	0	66
O	2	0	0	0	3	0	0	2	7
	121	264	1151	3007	102	81	102	21	4866

**WATERVIEW PARK APARTMENTS**

**Residents:**

Waterview Park Housing Permits are required for all Residents. Residents must provide a copy of their lease, comet card and insurance to obtain this permit. The Permit is a flat fee of \$30.00 for each vehicle. New or replacement vehicles are also thirty dollars. This permit allows parking at Waterview Housing only. Housing stickers must be properly affixed on the outside lower left-corner of the rear window behind the driver. Campus non-residential parking areas parking are a separate purchase.

Parking on campus without a campus permit displayed or parking in Waterview without a

Waterview permit displayed is a \$30.00 offense. Parking in Waterview while displaying a campus permit or parking on campus while displaying a Waterview permit is a \$40.00 offense.

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### Visitors to Waterview Park

Waterview Park Apartment visitors **must** obtain a pass from the, Information Center on University Parkway or the Police Department, 24 hrs a day. Visitors include faculty, staff and students who do not live in Waterview Park Apartments. (Student, Faculty or Staff affiliation with UTD is not an exception for obtaining a visitor pass for the Waterview Apartment parking lots. Students, faculty, & Staff visiting the Waterview Park Apartments are not entitled to having the first citation in the apartment parking lots dismissed?)

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## REGULATIONS

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### General Information

The operation of a motor vehicle or bicycle on The University of Texas at Dallas campus is a PRIVILEGE granted by the University and is not an inherent right of any faculty, staff, or student. All faculty, staff, and students who have vehicles in their possession or control for use and park on the University campus must purchase a parking hangtag at the Parking & Traffic Office. This includes all vehicles parked and/or utilizing the Waterview Apartments.

UTD welcomes all visitors to park on campus. Visitors (including those to Waterview Park Apartments) are required to obtain a visitor pass & campus map from the Information Center located at the main entrance on University Pkwy (open 7a-8p) or the Police Dept (open 24/7).

### Authority

Pursuant to the provisions of the Texas Education Code, the Board of Regents of the University of Texas System has promulgated these regulations pertaining to the operation and parking of vehicles on the grounds, streets, drives, alleys and other institutional property of The University of Texas at Dallas. The regulations apply on all parts of the campus throughout the day and night and are supplementary to all laws and regulations of the State of Texas and the City of Richardson governing the use of vehicles.

Parking and Security Committee is comprised of Faculty, Staff and Student representatives. The

Appeals Committee is a sub-committee of this committee.

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### Inspections

In compliance with the Texas Education Code 51.207 (b), The University of Texas at Dallas has procedures for enforcing State of Texas vehicle inspection laws for vehicles parking or driving on the campus of the institution. The law is as follows:

51.207 (b) This subsection applies only to a public institution of higher education campus that is located in whole or part in an area in which a motor vehicle registered in the area is required to undergo a vehicle emissions inspection under Subchapter F, Chapter 548, Transportation Code. The institution may not issue a permit to a student enrolled at the institution to park or drive a motor vehicle that is not registered in this state on institutional property unless the institution has provided written notice to the student concerning requirements for vehicle emissions inspections pursuant to Subchapter F, Chapter 548, Transportation Code.

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### Visitor Parking

Visitors may obtain a one-day parking pass at the Information Center on University Parkway or at the Police Department when the Center is closed.. Multi-day passes must be obtained at the Parking & Traffic Office. Students, faculty and staff are not allowed to park in visitor spaces; when driving a different vehicle a pass should be obtained at the Information Center.

Waterview Park Apartment visitors must obtain a pass from the, Information Center or Police Department, 24 hrs a day.

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### Loading zone & docks

Twenty (20) minute passes are issued from the Information Center, Parking Office or Police Dept (after hours).

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### Temporary permits

In extraordinary circumstances, the Parking & Traffic Office may issue temporary permits to students, faculty, and staff wishing to park unregistered vehicles on campus for short periods of time. It is the responsibility of the driver to obtain the temporary permit prior to parking the vehicle on campus. A fee of \$5/week is charged to non-permit holders. Permit holders must provide documentation for the need for a temporary permit. Please contact the Parking Office for more information.

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## Waterview Park Apartments

- All vehicles must have a current UTD Waterview Park Apartment parking permit issued through the Parking & Traffic Office.

- Visitors to Waterview Park Apartments must obtain a visitor's pass from either the Information Center or the Police Department when the Center is closed. A visitor's pass is required 24 hrs a day.

## Disabled Parking

- Students or Faculty/Staff members who wish to use handicap parking spaces on campus must be registered with the State as being disabled and purchase a green permit. Those who have blue hanging placards are required to bring a copy of TxDOT Form D12-214 that was filed with the County Tax Assessor-Collector. If the applicant has a disabled license plate, license tag receipts may be used.

- Applicants with temporary 6-month disability through the State (red placards) are also required to bring a copy of the document filed with the County Tax Assessor-Collector. Temporary short-term disabled parking is handled on a case by case basis.

## Bicycles

- As a deterrent to theft and to aid owners in prompt parking, University owned bicycle racks are provided throughout the campus. Bicycles are restricted at all times from buildings, landscaped areas not open to pedestrian use (including malls, flower beds, hedges, and shrubbery) and outside areas where official signs prohibit walking or riding of bicycles. A Bicycle may be ridden upon any campus street or other area where motor vehicles travel. The operator of a bicycle must not interfere with the right-of-way of pedestrians. Bicycles may not be secured to any tree, shrub, or plant, stairway or walkway handrail, light or sign post, etc. Bicycles must be placed in the racks provided.

## Skateboards & In-line Skates:

- The safety and welfare of the campus community is our priority. Skateboards and in-line skates must be operated, as a means of transportation, under control *AT ALL TIMES*, no tricks. They are not permitted in any building. Violation of this policy may result in confiscation of the equipment and disciplinary action. Pedestrians always have the right of way on the campus.

## Reciprocity

- Reciprocal permits are issued to students or staff who have proof of a permit purchase with UT-Arlington or UT-Southwestern Medical Center.

ENFORCEMENT

Hours of Enforcement

Continuous-24 hours a day -7 Days a Week

Waterview Park Apartments

Fire lanes

Disabled Parking

Loading docks/zones

Purple & Orange permit spaces

Grass and all other prohibited areas

Campus Lots (Green, Gold, Visitor)

Monday – Friday 8am-9pm

Saturday 7am – 5pm

Meters

Monday – Friday 8am -9pm

Class Census Day: (occurs about 14 days into each term. Check the Calendar in the Schedule of Classes for actual date.)

Parking Permits must be displayed by this time during each term. Before Class Census Day  
Green Parking areas can be utilized without a permit.

Offenses

PARKING

Class A:

\$120 Parking in a disabled space without authorization. \$120

\$ 60 Parking in fire lane \$ 60

Class B:

\$30 PARKING WITHOUT A PERMIT- The first citation can be dismissed for this offense if a permit is purchased within 7days of receiving citation. Said citation must be paid if 7 days have passed (only one citation is dismissed) All subsequent citations must be paid.

\$40 PARKING ON CAMPUS WITH WATERVIEW PERMIT

\$40 CAMPUS PERMIT PARKING AT WATERVIEW

\$35 Parking three levels up (permit not designated)

\$25 Parking two levels up (permit not designated)

\$20 Parking one level up (permit not designated)

\$20 Improper display of permit

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Class C: \$35

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- Parking in loading zone without authorization or exceeding time limit
- Parking on street
- Displaying a fraudulent or fictitious parking permit
- Obtaining a parking permit through fraud or false pretenses
- Displaying a canceled or revoked parking permit
- Displaying a parking permit that has been reported as lost or stolen
- Application of an immobilization device to vehicle for excessive citations
- Altering parking permit

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Class D - \$20

- Exceeding time limit of meter
- Parking in reserved area
- Parking in a restricted zone without authorization
- Parking or storing bicycle inside a building
- Parking where prohibited by signs or markings
- Violation of UTD Parking and Traffic Regulations

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TRAFFIC

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Class E: \$60

- Driving on sidewalks, walkways, or over curbs or upon lawns or grassy
- Exceeding posted speed limit
- Failure to stop
- Failure to yield right-of-way to pedestrians
- Illegal turn
- Leaving the scene of an accident
- Operating or parking a barred vehicle
- Parking behind barricade or in barricaded areas.
- Other moving violations of the Texas Motor Vehicle Laws

Class F: \$45

- Displaying expire license plates

- No inspection Sticker/displaying expired inspection
- Failure to show proof a Liability insurance

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### CONDUCT

Class G: - \$60

- Violations of Texas Law
- Violations of UTD Code of Conduct
- Violations of UT Systems Rules

In addition to these listed violations, University Police Officers may issue traffic citations for any violation as defined in the Texas Motor Vehicle Laws. Court appearance citations are handled by the appropriate state or municipal court.

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### Bicycles

Operators of bicycles must give the right of way to pedestrians at all times and abide by traffic laws.

Bicycles must be parked in bicycle racks provided by the University. Bikes must not be parked in buildings, entryways, stairwell, stairways, or landscaping.

Violation of these regulations will result in the impounding and or removal of the bicycle by the Police Department.

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### Skateboards & In-line Skates

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The safety and welfare of the campus community is our priority. Skateboards and in-line skates must be operated, as a **means of transportation**, under control at all times, no tricks. They are not permitted in any building,. Violation of this policy may result in confiscation of the equipment, disciplinary action. or citation. Pedestrians always have the right of way on the campus.



### Penalty For Failure To Pay Fines

It is the responsibility of the registrant of a vehicle to clear any tickets with the Parking & Traffic Office or the Bursar's Office within seven (7) days from the date of the citation. Failure to pay a fine will result in the addition of a \$10 late fee per offense cited and \$5 per month thereafter until paid. A block will be placed by the University withholding a student's transcript and blocking future registration. A vehicle is subject to impoundment when found in violation or having accumulated three (3) past-due citations. The registrant must pay all citations and fees to reclaim the vehicle.

### Impoundment

When a vehicle has accumulated three unpaid violations, a warning notice will be placed on the vehicle. The owner/driver will have three (3) business days to clear up any unpaid violations or the vehicle will be booted. There will only be one warning per vehicle per academic semester. The cost of impounding vehicles is paid at the Parking & Traffic Office or the Bursar's Office. The University is not, nor shall any of its authorized personnel, be liable nor assume any responsibility for any loss or damage resulting from a vehicle being impounded or booted.

## APPEALS

### Appeal of Citation(s)

The online citation appeal process was recommended and approved by the Parking and Security Committee to process appeals in a more efficient and streamline manner. The Parking and Security Committee is comprised of faculty, staff and student representatives. University parking and traffic citations must **be appealed within seven (7) calendar days** from the issued date of the citation. Appeals may only be submitted via the online form available at the websites of the UTD Parking & Traffic Office or the UTD Police Department.

<http://www.utdallas.edu/parking> ; or  
<http://www.utdallas.edu/police>

City of Richardson citations, whether issued by the Richardson Police or UTD Police must be handled through the appropriate municipal court.

The **FIRST** citation for the following offenses will be dismissed:

- The person was a visitor
- The Appeal Committee has approved for one “no campus permit” citation to be dismissed per academic year for those who did not properly display their hangtag. The Appeal Committee will assess a \$20 “permit not properly displayed” fine for any subsequent citations.

- The person received an expired inspection, registration or license citation AND the inspection, registration or license was only expired for less than 60 days and they bring in a new inspection, registration or license within 7 calendar days of the citation.
- The person received a citation for not having his/her license or insurance in his/her possession at the time of the stop and brings the license or insurance in to the Police Department within 7 calendar days of the date of the citation.
- The person received a defective equipment citation and the person brings the repaired vehicle in to the Police Department within 7 calendar days of the citation.