



Relocation Parking Policy

November 29, 2005

This document outlines the policy for parking applications and assignments related to the relocation of state agencies or other entities to the Capitol Complex.

Individuals, state agencies and others may request parking by submitting a Parking Application to Plant Management (PMD) up to six months in advance of the scheduled move date. This policy applies only when a state agency, a unit of a state agency or other organization has made a final, publicly announced decision that it will be moving to the Capitol Complex. Parking applications will not be accepted before a final decision has been made. For the purpose of this policy, PMD will establish the scheduled move date based on information that it receives from the State Architect's Office, Real Estate Management and the affected agencies.

Generally, parking assignments and parking waiting lists are determined on a first come, first served basis according to established priorities. For example, when a Priority 6 parking application is received, that person is placed on the waiting list after all other Priority 6 applicants but before all Priority 7 applicants. However, when group of 20 or more is relocating to the Capitol Complex, PMD will determine placement on assignment/waiting lists based on established priorities and random computer generation. These names will be added at the end of the waiting list for each priority. But instead of individuals within that group being placed on a list on a first come, first served basis they will be placed on the list through random computer generation.

Individual contract parking applications are made in the name of the individual. Applications will not be accepted until the individual's name is known, i.e., applications will not be accepted for vacant or future positions until an individual has been offered and has accepted a position that will be moving to the Capitol Complex.

If an individual on a waiting list becomes eligible for a parking stall prior to their moving, the stall will be held until the individual's move date.

See the Plant Management web site at www.admin.state.mn.us/pmd for the Capitol Complex Commuter Policy and more information on parking and other commuting options.