

**2017-2018  
RESIDENT METERED PERMIT APPLICATION**

TOWN OF NEW CASTLE  
200 SOUTH GREELEY AVENUE CHAPPAQUA, NY 10514 (914) 238-4772  
**APPLICATION FOR PARKING PERMIT**

PLEASE PRINT	
LAST NAME	FIRST NAME
ADDRESS: HOUSE # & STREET	CITY ZIP
EMAIL ADDRESS	
HOME PHONE ( )	BUSINESS PHONE ( )
PLATE NO.	

**FOR OFFICIAL USE ONLY**

PERMIT NO. \_\_\_\_\_

CASH \_\_\_\_\_

CHECK \_\_\_\_\_

CREDIT CARD \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

**Affidavit:** The undersigned hereby affirms under the penalties of perjury that I reside at and occupy the above residential property and that I am the owner or authorized operator of the vehicle listed herein. Applicant also agrees to be responsible for payment of any New Castle parking tickets issued to the plate listed above. **Permits are not valid unless displayed.**

\_\_\_\_\_  
MUST BE APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\*

**INSTRUCTIONS – PLEASE ENCLOSE WITH APPLICATION**

- ✓ Copy of vehicle registration with your **New Castle Address**
- ✓ Copy of your drivers' license with your **New Castle Address**
- ✓ Check payable to "**New Castle Town Clerk**"
- ✓ Provide your **telephone number** and **e-mail address** in case of emergency
- ✓ **If you have a car that is NOT registered in your name:**
  - Leased Car: Please provide a copy of your **lease agreement** and the **registration** which indicates the license plate number of the car
  - Company Car: Please provide a **letter of authorization** on company letterhead, your **company ID**, and the **registration** which indicates the license plate number of the car
- ✓ **THE ORIGINAL SIGNATURE OF THE APPLICANT IS REQUIRED** – so no e-mailed or faxed applications
- ✓ Please note – Parking permits **will not be issued** to individuals with outstanding parking tickets
- ✓ **Fee: \$40.00 annually (Each person fills out their own application and each permit costs \$40.00)**

\* ONLY TIMELY,  
\* COMPLETE,  
\* APPLICATIONS  
\* SUBMITTED BY  
\* **MAY 26<sup>TH</sup> WILL BE**  
\* **AVAILABLE FOR**  
\* **PICK-UP ON**  
\* **JUNE 9<sup>TH</sup>**

\* Please include a **self-**  
\* **addressed, stamped**  
\* **envelope** for each  
\* permit you would like  
\* mailed.

\* Permits are to be used for  
\* the vehicle listed. Changes  
\* of plate number may be  
\* made by returning the  
\* permit with a copy of the  
\* new registration and  
\* payment of a \$5.00 fee.

**PLEASE NOTE:** TO REPLACE  
A LOST PERMIT YOU MUST  
FOLLOW THE PROCEDURE  
LISTED BELOW:  
1. **FILL OUT A  
DEPOSITION IN THE  
TOWN CLERK'S  
OFFICE.**  
2. **BRING TO POLICE  
DEPARTMENT FOR A  
COMPLAINT/BLOTTER  
NUMBER.**  
3. **BRING DEPOSITION  
BACK TO TOWN  
CLERK'S OFFICE AND  
PAY \$5.00 FEE FOR  
METER  
REPLACEMENT**