

2018-2019

RESIDENT METERED PERMIT APPLICATION

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

PLEASE PRINT

Form with fields for LAST NAME, FIRST NAME, ADDRESS, CITY, ZIP, EMAIL ADDRESS, HOME PHONE, BUSINESS PHONE, and PLATE NO.

FOR OFFICIAL USE ONLY

Form with fields for PERMIT NO., CASH, CHECK, CREDIT CARD, BY, and 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.

MUST BE APPLICANT'S SIGNATURE

DATE

INSTRUCTIONS - PLEASE ENCLOSE WITH APPLICATION

- List of instructions including: 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 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 - e-mailed or faxed applications will not be accepted, Please include a self-addressed, stamped envelope for each permit you would like mailed, Please note - Parking permits will not be issued to individuals with outstanding parking tickets, Fee: \$40.00 annually per permit

ONLY TIMELY, COMPLETE, APPLICATIONS SUBMITTED BY MAY 25TH WILL BE AVAILABLE FOR PICK-UP ON JUNE 11TH

PLEASE NOTE:

PERMITS MUST BE PROPERLY DISPLAYED & VISABLE IN VEHICLE

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