

2018-2019  
SENIOR 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 ( ) ( )	
1 <sup>st</sup> PLATE NO.		2 <sup>nd</sup> PLATE NO.	

**FOR OFFICIAL USE ONLY**

PERMIT # 1 \_\_\_\_\_

PERMIT # 2 \_\_\_\_\_

CASH \_\_\_\_\_

CHECK \_\_\_\_\_

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

BY \_\_\_\_\_

Date \_\_\_\_\_

ONLY TIMELY,  
COMPLETE,  
APPLICATIONS  
SUBMITTED BY  
**MAY 25<sup>TH</sup>** WILL BE  
**AVAILABLE FOR  
PICK-UP ON  
JUNE 8<sup>TH</sup>**

**PLEASE NOTE:**

**PERMITS MUST  
BE PROPERLY  
DISPLAYED &  
VISABLE IN  
VEHICLE**

**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 plates 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**.
- ✓ To be eligible for a senior resident permit you must be 65 years of age or older at time of registration.
- ✓ Provide your **telephone number** and **e-mail address** in case of emergency.
- ✓ Check payable to **"New Castle Town Clerk"**.
- ✓ **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 note – Parking permits **will not be issued** to individuals with outstanding parking tickets.
- ✓ To be eligible for a senior resident permit you must be 65 years of age or older at time of registration.
- ✓ Please include a **self-addressed, stamped envelope** for each permit you would like mailed.
- ✓ **Fee: \$20.00 annually**

Permits are to be used only 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 TO GET A COMPLAINT/ BLOTTER NUMBER.**  
BRING DEPOSITION BACK TO TOWN CLERK'S OFFICE AND PAY \$5.00 FEE FOR METER REPLACEMENT