

**2021-2022 MERCHANT
APPLICATION FOR MERCHANT PARKING PERMIT
TOWN OF NEW CASTLE
200 SOUTH GREELEY AVENUE • CHAPPAQUA, NY 10514**

LAST NAME	FIRST NAME
ADDRESS: HOUSE # & STREET	
CITY	ZIP CODE
HOME PHONE	BUSINESS PHONE
HOME E-MAIL	BUSINESS E-MAIL
PLATE #	PLATE #
BUSINESS NAME	BUSINESS ADDRESS

**FOR OFFICIAL
USE ONLY:**

PERMIT #:

BY:

DATE:

AFFIDAVIT: The undersigned applicant hereby affirms under the penalties of perjury that he/she is the owner/manager of said business and is responsible for the use of the permit posed by the above named employee. 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 face up on the driver's side of the dashboard.**

APPLICANT'S SIGNATURE

DATE

BUSINESS OWNER/MANAGER SIGNATURE

****PLEASE NOTE****

**ALL APPLICATIONS
ARE DUE BY NOV.
15TH IN ORDER TO
BE AVAILABLE BY
DEC. 15TH. ONLY
COMPLETED TIMELY
APPLICATIONS CAN
BE PICKED UP
BEGINNING DEC. 1ST.**

Merchant Permits are processed annually effective December 15th.

INSTRUCTIONS – PLEASE ENCLOSE WITH APPLICATION:

1. Fill out the above application.
2. Business owners and/or manager **MUST** provide:
 - Driver's License.
 - Registrations (if applying for a parking permit).
 - Their original signature (not a copy) on **EACH** employee's application.
3. Employees **MUST** provide:
 - Current registrations for their cars and their original signature on the application.
4. Please include a **self-addressed, stamped envelope** for each permit you would like mailed.

****PLEASE NOTE:****

PERMITS SHOULD BE DISPLAYED ON THE DRIVERSIDE DASHBOARD. PERMITS MUST BE DISPLAYED & VISIBLE.

Two cars maximum on each Merchant Permit. Merchants are allowed up to 10 free parking permits, if proof of payroll is submitted (payroll information not required for seven or less employee permits).

Permits are to be used only with those vehicles 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.

MERCHANT PARKING PERMITS **WILL NOT** BE ISSUED TO ANYONE WITH OUTSTANDING PARKING TICKETS.

Business owners/managers are responsible for outstanding tickets.