

**2023 SENIOR METERED PERMIT APPLICATION | 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
EMAIL	
1 ST PLATE	2 ND PLATE

FOR OFFICIAL USE

ONLY:

PERMIT #1: _____

PERMIT #2: _____

BY: _____

DATE: _____

CASH

CHECK

CREDIT CARD

**ONLY TIMELY,
COMPLETE
APPLICATIONS
SUBMITTED BY
NOV. 15TH WILL
BE AVAILABLE
FOR PICK-UP ON
DEC. 1ST.**

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 face up on the driver's side of the dashboard.**

APPLICANT'S SIGNATURE

DATE

INSTRUCTIONS – PLEASE ENCLOSE WITH APPLICATION:

- Copy of vehicle registration with your **New Castle Address**
- Copy of your driver's 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**
 - 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: \$20.00 annually.**

****PLEASE NOTE****

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

Permits are to be used for the vehicle listed above. 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.

****LOST PERMITS****

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.**