

**2019-2020  
MERCHANT**

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

PLEASE PRINT

LAST NAME	FIRST NAME
ADDRESS: HOUSE # & STREET	
CITY	ZIP
HOME PHONE	BUSINESS PHONE ( )
HOME E-MAIL	BUSINESS E-MAIL
PLATE NO.	PLATE NO.
BUSINESS NAME	BUSINESS ADDRESS

**FOR OFFICIAL USE ONLY**

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

BY \_\_\_\_\_

DATE \_\_\_\_\_

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.

**PLEASE NOTE:  
PERMITS  
SHOULD BE  
DISPLAYED ON  
THE  
DRIVERSIDE  
DASHBOARD  
PERMITS MUST  
BE DISPLAYED  
& VISABLE.**

**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 possessed 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 SIGNATURE

\_\_\_\_\_  
BUSINESS OWNER/MANAGER SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\*

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

Merchant Permits Are Processed Annually Effective June 15<sup>th</sup>

**INSTRUCTIONS:**

1. Fill out the above application.
2. Business Owners and or Manager **MUST** provide:  
Drivers' License, Registration if applying for a parking permit, and 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.

Please note: 2 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 7 or less employee permits).

**Business owner's/Managers are responsible for Outstanding Tickets**

**\*\* PLEASE NOTE \*\***

**ALL APPLICATIONS  
ARE DUE BY MAY  
24<sup>TH</sup> IN ORDER TO  
BE AVAILABLE BY  
JUNE 14<sup>TH</sup>. ONLY  
COMPLETED TIMELY  
APPLICATIONS CAN  
BE PICKED UP  
BEGINNING  
JUNE 10<sup>TH</sup>.**