2019-2020
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 ( )
PLATE NO.(one plate per application)	

FOR OFFICIAL USE ONLY

PERMIT NO. ________________

☐ CASH ___________________

☐ CHECK __________________

☐ CREDIT CARD ___________

BY ______________________

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. 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.**

____ _____________
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**
- ✓ 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:**
  - o 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 24TH** WILL BE **AVAILABLE FOR PICK-UP ON JUNE 10TH**

PLEASE NOTE:
PERMITS SHOULD BE DISPLAYED ON THE DRIVERSIDE DASHBOARD

PERMITS MUST BE DISPLAYED & VISABLE.

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**