

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:**
 - 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 MUST
BE PROPERLY
DISPLAYED &
VISABLE IN
VEHICLE**

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**