

HARTSDALE PUBLIC PARKING DISTRICT

All applications must be mailed to: 234 E. Hartsdale Ave, Hartsdale, NY 10530

For additional info please visit www.hartsdaleparking.com

NOTE: All permits must be received by mail. Please allow 10 business days to process your application.

PERMIT APPLICATION INSTRUCTIONS AND CHECKLIST

Please use the following checklist to facilitate the processing of your application. These instructions apply to new and renewal applicants; back-up documents are not maintained and **must** be submitted each time a permit is renewed.

- An envelope has been provided so that we may mail your permit to you. **You must address this envelope to your home residence address and affix first-class postage. Please do not use this envelope to mail us your application – this envelope is for us to mail your permit to you.**
- Application must be completed, signed and dated where indicated.
- Copy of valid Drivers License must be provided showing expiration date (cannot be expired).
- Copy of valid vehicle registration must be submitted for EACH of the vehicles you list on your application; each must be registered to the applicant (or spouse) and each must show expiration date (cannot be expired).
- Copy of phone bill required for **home residence** for most recent service period (portion of bill being submitted must show service date, home phone number and service address; service period must be within 30 days of the date of which you are applying). **If submitting an e-bill statement** it must indicate your name, address, most recent service period and phone number. **If you are a new resident, a currently** dated letter of confirmation from the provider must be included indicating the date service was established, the name to whom service/billing is being provided and the service address. If your phone service is through Cablevision you must submit document showing current service period and phone number. If your phone number is not listed you must submit letter of confirmation from Cablevision indicating home phone number.
- Copy of Con Edison bill for most recent service period (or other energy provider) for residence required (portion of bill being submitted must show service dates, service address; service period must be within 30 days of the date of which you are applying). **If submitting an e-bill statement** it must indicate your name, address, most recent service period and service location. **If you are a new resident, a currently** dated letter of confirmation from the provider must be included indicating the date service was established, the name to whom service/billing is being provided and the service address.
- Payment (check or money order) for the amount indicated on the application (no out of state checks or third party checks accepted). Make payable to Hartsdale Public Parking District.

Note: If any documents are in the name of a spouse with a different last name and both names are not imprinted on your check (imprinted, not hand written) you must also submit a copy of your marriage certificate.

There is no grace period on expired permits; please submit your renewal application at least 10 business days prior to the expiration of your current permit. Incomplete applications will be returned and will delay the issuance of your permit. Permit sales are transacted through the mail.

PLEASE INCLUDE THIS SHEET WITH YOUR APPLICATION

For Office Use only

Name: _____

Application returned on _____

For the following Reason(s):

Application was not included, not current and/or not signed

Copy of driver's license not included

Drivers license expired

Copy of DMV registration not included for license plate #: _____

DMV registration expired for license plate #: _____

Phone bill not included or not most recent service period.

Energy bill not included or not most recent service period.

Other: _____

Please resubmit with the items indicated above; **please include this sheet.**