

HARTSDALE PUBLIC PARKING DISTRICT

(914) 723-1026

PERMIT APPLICATION INSTRUCTIONS AND CHECKLIST

① DRIVERS LICENSE

Copy of valid Driver's License must be provided showing Applicants Name, Greenburgh Residential Address, and expiration date (*cannot be expired*).

② REGISTRATION CARD(S)

Copy of valid Vehicle Registration Card for EACH vehicle must be provided showing Applicants Name and Greenburgh Residential Address. Expired and/or Temporary Registration(s) are NOT accepted.

If you recently purchased a new car and haven't gotten the permanent registration card you must ask your dealer to provide you with an MV-82. form. If you have trouble obtaining this document contact our office.

③ PAYMENT

Payment by personal check, money order or bank check ONLY for the amount indicated on the application (no out of state checks or third-party checks accepted). For **SAME DAY** processing, payment should be Money Order or Bank Check.

Make payable to: **HARTSDALE PUBLIC PARKING DISTRICT**

④ ENVELOPE

The envelope provided must be self-addressed and stamped and included in your application so we may mail your permit sticker to you. **DO NOT** use this envelope to mail us your application.

PROOF OF RESIDENCY REQUIREMENT

ONLY in the event that either your driver's license or vehicle registration card(s) DO NOT indicate your Greenburgh Residential Address, then you must supply the office with a copy of a recent bill as proof of residency within the last (30) days of the application date.

PROVIDE (1) OF THE FOLLOWING:

Copy of ConEd bill

OR

Copy of cell phone bill

OR

Copy of cable bill

OR

Copy of internet bill

OR

Copy of internet phone bill

If you are a new resident, a 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.

Incomplete applications will not be processed and will delay the issuance of your permit.

Permit applications should be dropped off at the office window or placed in drop box. The office is located in the Site A Garage on the 3rd level.

IF YOU HAVE SUCCESSFULLY COMPLETED YOUR APPLICATION AND SUBMITTED ALL REQUIRED DOCUMENTS, YOUR PERMIT STICKER WILL BE MAILED TO YOU WITHIN (10) BUSINESS DAYS.

PLEASE INCLUDE THIS SHEET WITH YOUR APPLICATION

**SUBMISSION
INSTRUCTIONS**



HARTSDALE PUBLIC PARKING DISTRICT
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You have (4) ways to submit your application:

1. Bring your completed application packet to the office at 234 E Hartsdale Avenue for in person drop off.

2. Leave your completed application packet in our office drop box located at 234 E Hartsdale Avenue.

3. Mail your completed application packet via USPS, UPS or FedEx to 234 E Hartsdale Avenue.

4. Email your completed application packet to info@hartsdaleparking.com. (Should you decide to email your documents, you will still need to either drop off or mail your check to the office. Our office does not offer a way to make an electronic payment.)

FOR OFFICE USE ONLY

Applicant Name: _____

Application received on: _____

Incomplete for the following reason(s):

- Application was not included, not current and/or not signed
- Copy of driver's license not included
- Driver's license expired
- DMV registration not included for license plate #: _____
- DMV registration expired for license plate #: _____
- No Postage Affixed to Return Envelope
- Other

NOTES:

