

HARTSDALE PUBLIC PARKING DISTRICT (914) 723-1026

PERMIT APPLICATION INSTRUCTIONS AND CHECKLIST



① DRIVERS LICENSE

A copy of a valid Driver's License. **If your license matches your application address, you DO NOT need proof of residency.**



② REGISTRATION CARD(S)

A copy of a valid Vehicle Registration Card for EACH vehicle must be provided showing the applicant's name and address.
If you recently purchased a new car and haven't gotten the permanent registration card, provide the temporary registration along with a copy of your insurance card.
If your car is registered to someone else other than a spouse with the same last name, at your request, a Parking Waiver form can be emailed or printed off our website. This form must be signed and notarized by the registered owner.



③ PAYMENT

We accept payments via personal check, money order, or bank check for the amount indicated on the application (no out-of-state checks or third-party checks accepted).
Checks payable to: **HARTSDALE PUBLIC PARKING DISTRICT**
We also accept all VISA, Mastercard, Discover, and AMEX for in-office processing only.



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. **If you are interested in picking up your processed application, please write "PICK UP" on the upper right-hand corner of the envelope, and instead of providing postage.**



⑤ AGREEMENT

Remember to sign the agreement, acknowledging the terms and conditions of your parking permit.

PROOF OF RESIDENCY REQUIREMENT

Proof of Residency is ONLY required if your driver's license or vehicle registration card(s) DO NOT match the address shown on your application.

PROVIDE ONLY ONE OF THE FOLLOWING:

Copy of ConEd bill
OR
Copy of phone bill
OR
Copy of cable bill
OR
Copy of internet 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 permit processing.

Permit applications should be dropped off at the office window or placed in the 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. IF YOU WOULD RATHER PICK UP YOUR PERMIT, PLEASE MAKE A NOTE ON YOUR ENVELOPE AND OBTAIN A PICKUP DATE FROM THE OFFICE.

PLEASE INCLUDE THIS SHEET WITH YOUR APPLICATION

SUBMISSION INSTRUCTIONS



****DO NOT MAIL YOUR APPLICATION****

Bring your completed application packet to the office at 234 E Hartsdale Avenue for in-person drop off. If the office is closed, please leave your completed application packet in our office drop box. Mailing your application may cause delays in processing.

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 #: _____
- ☐ Proof of residency not included

NOTES:

