

HARTSDALE PUBLIC PARKING DISTRICT

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

PERMIT APPLICATION INSTRUCTIONS AND CHECKLIST

Each time you apply your application must include the following 6 items:

<input type="checkbox"/>	1 DRIVERS LICENSE Copy of valid Driver's License must be provided showing expiration date (<i>cannot be expired</i>).		
<input type="checkbox"/>	2 REGISTRATION CARD(S) Include a copy of valid vehicle registration card for <u>EACH</u> of the vehicles you list on your application. 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. If your car is registered to someone else other than a spouse with the same last name , you must contact the office and will be emailed a Parking Waiver form. This form must be signed and notarized by the registered owner.		
<input type="checkbox"/>	3 COPY OF CON EDISON BILL WITHIN <u>30 DAYS</u> OF APPLICATION DATE Copy of bill must show applicants first and last name, service date, service address and service period. 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.		
<input type="checkbox"/>	4 SECONDARY PROOF OF RESIDENCY WITHIN <u>30 DAYS</u> OF APPLICATION DATE Copy of bill must show applicants first and last name, service date, service address and service period. Copy of home phone 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.	<input type="checkbox"/>	5 PAYMENT Payment by check, money or bank check ONLY for the amount indicated on the application (no out of state checks or third-party checks accepted). Make payable to: Hartsdale Public Parking District.
		<input type="checkbox"/>	6 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.

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. Please remember application must be completed, signed and dated where indicated.

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

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For Office Use only

Name: _____

Application received on

Date: _____

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 #: _____
- Phone bill not included or not most recent service period.
- Energy bill not included or not most recent service period.
- Other:

NOTES:

