



Village of Bronxville - Parking Permits

200 Pondfield Road, Bronxville, NY 10708 Phone: (914) 337-2024 Fax (914) 337-6751

Application for Merchant Parking and Buyout Permit

Employee Information:

Last Name _____ First Name _____ Middle Initial _____

Home Address _____

City _____ State _____ Zip _____ Email Add: _____

Telephone: Office (_____) _____ Home (_____) _____
This is a required field - you cannot leave it blank

Please don't forget to provide a copy of the vehicle's registration with this application.
Any questions? Call (914) 337-2024

Vehicle Information:

Plate Number _____ Registration State _____

I certify that I personally use the vehicle described above for commutation to and from work in the Village of Bronxville and apply for a permit to park that vehicle at meters reserved for merchants. I have read the *Procedures for Merchant Permits*.

Employee Signature _____ Date _____

Certification by Employer

Name of Employer _____

Address _____ Phone (_____) _____

I certify under penalty of law that the applicant currently and regularly works for our organization in a location within the Village of Bronxville. I understand that misrepresentation or failure to notify the Parking Violations Office of employment terminations affecting permit holders will jeopardize issuance of permits to our employees next year.

By (print name) _____ Title _____

Signature _____ Date _____

The Village offers the following parking options: **Regular Merchant Permit** - entitles the bearer to deposit coins and park at any 10-hour meter labeled for merchant parking. **You must purchase a merchant permit in order to be eligible for any buyout. Therefore you must add the cost of a merchant permit to any other option you choose below.** The Village offers a Regular Buyout which permits prepaid parking at merchant meters in every location **except** the Garden Lot. And, for a premium merchants can purchase a Garden Lot buyout which permits prepaid parking at all **merchant** meters in the Village. The following table details the options offered and the costs to purchase.

You must add the Cost of a Merchant Permit to any of these buyouts options if you don't already have one

	Merchant	Regular Buyout	Garden Buyout	Total Due
JULY 1st - JUNE 30th	<input type="checkbox"/> \$ 30.00	<input type="checkbox"/> \$ 900.00	<input type="checkbox"/> \$1,200.00	\$ _____
OCTOBER 1st - JUNE 30th	<input type="checkbox"/> \$ 30.00	<input type="checkbox"/> \$ 675.00	<input type="checkbox"/> \$ 900.00	_____
JANUARY 1ST - JUNE 30TH	<input type="checkbox"/> \$ 15.00	<input type="checkbox"/> \$ 450.00	<input type="checkbox"/> \$ 600.00	_____
APRIL 1st - JUNE 30TH	<input type="checkbox"/> \$ 15.00	<input type="checkbox"/> \$ 225.00	<input type="checkbox"/> \$ 300.00	_____

FOR OFFICE USE ONLY:

Decal No. _____ Buyout No. _____ CASH / CHECK Receipt No. _____ Initials _____ Date _____



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Procedures for Merchant Parking Permit

✓**Eligibility for Permit** - Each employee working regularly at a business location within the Village may apply for **ONE** decal which will permit a specific car to park at meters reserved for Village merchants.

✓**Term of Validity** - A decal is valid through its printed expiration date or until termination of employment supporting its issuance, whichever occurs first. The employer is responsible to notify the parking office when employment termination invalidates a permit.

✓**Procedure for Obtaining a Decal** - Merchant parking permits are issued by the Parking Violations Office located on the first floor of **Village Hall, 200 Pondfield Road, Bronxville, NY 10708**, between 9:00 a.m. and 4:00 p.m. For each decal the following items must be presented in person or by mail:

1. **A completely filled-in application** signed by both the individual employee and an authorized representative of the employer;
2. **A copy of the registration** for the vehicle to which the decal will be affixed. *If the vehicle registrant is not the employee*, acceptable evidence must be furnished that the vehicle will actually be used by the applicant for commutation to and from work in the Village;
3. **Proof of employment** (such as a pay voucher or tax form);
4. **The full application fee depending upon the type of decal.**

A decal will not be issued to any applicant with one or more Village parking tickets outstanding against any vehicle.

✓**Use of Decal** - The plate number of the designated vehicle will be written on the decal before issuance. The decal *must* be affixed to the *inside* of the *rearmost side window on the driver's side*. Parking enforcement officers will look for decals *only* on the rearmost side window on the driver's side. **Affixing a decal with tape or displaying it in a plastic holder, etc., is not allowed and will render the decal invalid.** Alteration of the plate number of a decal or use of a decal on any vehicle other than the one specified is not allowed.

✓**Change of Vehicle** - Each eligible employee is entitled to only one valid decal. Therefore, *if a permit holder changes vehicles, it is necessary to return recognizable fragments of the original decal* to Village Hall. A replacement decal will be issued for \$5.00 on presentation of:

1. All items required for a new application; and
2. Recognizable fragments of the old decal scraped from the window with a razor blade.

✓**Temporary Permits** - If a substitute vehicle must be used by a permit holder on a temporary basis, a temporary permit may be obtained on application to the Parking Office.

✓**Penalties** - Vehicles parked in merchant spaces without a valid decal affixed to the *rearmost side window on the driver's side* will be ticketed for illegal parking in a restricted zone. In addition, employers will jeopardize issuance of decals to their employees in the following year by:

1. Misrepresentation for the purpose of fraudulently obtaining a decal; or
2. Failure to notify the Parking Violations Office of stickers rendered invalid by employment termination.

METER PREPAYMENTS

The sole function of prepayment is to avoid the necessity of depositing coins when parking at one of the 10 or 12-hour meters reserved for merchants.

Prepayment does not guarantee availability of a metered merchant space in any lot at any time. All metered merchant spaces are available to all vehicles with valid merchant permits on a first-come first serve basis.

The Village is not an insurer and shall not be responsible or liable for fire, theft, accident, vandalism, loss or damage to any vehicle or its contents while parked in any Village Parking Lot.

Unexpired prepayments may be transferred to another vehicle with a valid merchant sticker upon payment of \$5.00 and return to the Parking Office of recognizable fragments of the original prepayment decal.