



# Village of Bronxville - Parking Permits

200 Pondfield Road, Bronxville, NY 10708

Phone: (914) 337-6500 –or–(914) 623-5379

Email: parking@vobny.com

## Merchant Parking and Buyout Permit Application Form

### Employee Information:

**YOU MUST ENCLOSE A COPY OF YOUR REGISTRATION WITH THIS APPLICATION.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ Office: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Vehicle Info: Plate Number \_\_\_\_\_ Reg State \_\_\_\_\_ Plate Number \_\_\_\_\_ Reg State \_\_\_\_\_

I certify that I personally use the vehicle described above only for commutation to and from work in the Village of Bronxville and understand that this permit will allow me to park that vehicle in spaces reserved for merchants. I have read the Procedures for Merchant Permits described on the back of this sheet.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Certification by Employer:

Company/Employer \_\_\_\_\_

Designated Approving Employee Name/Title: \_\_\_\_\_

Email 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 your employees next year.

Employer's Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

The Village offers the following Merchant parking options:

**Merchant Permit:** Entitles the bearer to park at any 11-hour meter labeled for merchant parking.

**Buyout:** Is a pre-payment of the meter, which allows permit holders to park in the respective merchant area for the designated buyout purchased without any further feeding of the meters.

**You must purchase a regular merchant permit in order to be eligible for a buyout; therefore, you must add the cost of a regular merchant permit to the price of your buyout.**

If you do not have a current Merchant Permit, you must add the Cost of a Merchant Permit to the price of your buyout.

	Merchant	Regular Buyout (Kraft, Maltby, Cedar)	Kens Garage Buyout	Garden Buyout	Total Due
JULY 1 <sup>st</sup> - JUNE 30 <sup>th</sup>	<input type="checkbox"/> \$ 40.00	<input type="checkbox"/> \$ 1,250.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$1,250.00	_____
OCTOBER 1 <sup>st</sup> - JUNE 30 <sup>th</sup>	<input type="checkbox"/> \$ 40.00	<input type="checkbox"/> \$ 937.50	<input type="checkbox"/> \$ 937.50	<input type="checkbox"/> \$ 937.50	_____
JANUARY 1 <sup>ST</sup> - JUNE 30 <sup>TH</sup>	<input type="checkbox"/> \$ 40.00	<input type="checkbox"/> \$ 625.00	<input type="checkbox"/> \$ 625.00	<input type="checkbox"/> \$ 625.00	_____
APRIL 1 <sup>st</sup> - JUNE 30 <sup>TH</sup>	<input type="checkbox"/> \$ 40.00	<input type="checkbox"/> \$ 312.50	<input type="checkbox"/> \$ 312.50	<input type="checkbox"/> \$ 312.50	_____

FOR OFFICE USE ONLY:

Decal No. \_\_\_\_\_ Buyout No. \_\_\_\_\_ CASH / CHECK / CC Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

OTC / MAIL / PD – date \_\_\_\_\_

Customer ID \_\_\_\_\_



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200 Pondfield Road, Bronxville, NY 10708

## Procedures for Merchant Parking Permit

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

**Term of Validity** - A permit is valid through its stated expiration date or until termination of the 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 Permit** - Merchant parking permits are issued by the Parking Office located on the first floor of **Village Hall, 200 Pondfield Road, Bronxville, NY 10708**, between 9am. and 4pm Monday through Friday. The following items must be presented in person or by mail in order to receive a permit:

1. **A completed 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 permit will be affixed. If the vehicle is registered to someone other than the applicant, acceptable evidence must be furnished that the vehicle will 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 may be requested.
4. **The full application fee for the specified permit.**

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

**Use of Permit**- The license plate number of the designated vehicle will be written on the permit before issuance. The permit must be affixed to the inside of the rearmost side window on the driver's side. Parking enforcement officers will look for permits only on the rearmost side window on the driver's side. Alteration of the plate number of a permit or use of a permit on any vehicle other than the one specified is prohibited.

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

1. A completed application for a replacement permit.
2. Presentation of the old permit signed statement that the permit was lost and other documentation may be required.

**Temporary Permits** - If a substitute vehicle must be used by a permit holder on a temporary basis, a temporary permit should be obtained from the Parking Office. Paperwork for rental vehicle may be required. Temporary permits will NOT be issued for Merchant Buyouts, but your original Buyout will work with the temporary Merchant permit issued.

**Penalties** - Vehicles parked in merchant spaces without a valid permit affixed to the rearmost window on the driver's side will be ticketed for illegally parking in a restricted zone. In addition, employees may be denied permits if their employers fail to notify the Parking Department of permits rendered invalid by employee termination or if employers make any misrepresentations on permit applications.

### METER PREPAYMENTS

The sole function of prepayment is to avoid the necessity of depositing coins when parking at one of the 11 hour meters reserved for merchants.

Prepayment does not guarantee availability of a 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 the return of the original permit to the Parking Office.