

2017 PARKING PERMIT INSTRUCTIONS

TOWN OF MAMARONECK & OUT-OF-TOWN

It's easy...Here's how:

1. Visit our website, www.villageoflarchmont.org for applications. Use " All Railroad Station Parking-2017". Applications will also be available at the counter outside the Clerk's Office at Village Hall.

If you had a 2016 Permit and will be purchasing your 2017 permit in-person, no application will be needed. All pertinent documents are still required. An application filled out & signed will be required if someone other than the permit holder comes in-person to purchase a permit.

2. The Village will again offer a "combined" permit. Permits are limited, as indicated in Item #3 below. Daily payment at a meter will not be required with a "combined" permit. All other types of permits on the application require payment of a daily fee. These permits are **NON-REFUNDABLE**.

3. **Up to two (2) meter permits** will be issued to Town of Mamaroneck and Out-of-Town residents. No more than one (1) of the "combined" permits will be issued to any household. "Combined" permits are limited, and will be sold on a first-come, first-served basis until limit is reached. Permits become effective on January 1, 2016.

4. Please note that the Village is no longer offering a grace period for permit purchase. We apologize for this inconvenience, but overcrowding in some lots during the first week of the year has necessitated this change. We thank you for your understanding and appreciate your cooperation.



REMINDERS:

- Permits will be issued by the Clerk's Office Mondays-Fridays 8:30 AM to 4:00 PM (holidays excepted). During holiday weeks, office hours may change.
- Allow sufficient time for processing if you apply by mail. We will return your permit as quickly as possible if your application is accepted.
- *All incomplete or unsigned submissions will be returned to the applicant. If permit sales have concluded when applications are re-submitted and received by the Clerk's Office, they will not be accepted and will similarly be returned.



On December 31, 2016, sales to Town of Mamaroneck and Out-of-Town residents will end for 2017 parking permits. NO WAITLIST applications will be accepted.

- The Village of Larchmont **does not guarantee** the availability of parking spaces in any lot, even for holders of combined permits for metered parking where meter fees are included. No refunds will be issued solely due to unavailability of a parking space.
- If you lose your permit, change your car, etc., and do not return a permit, there will be a **\$40** fee assessed for non-return of the permit, in addition to a replacement fee.

Thank you! We look forward to serving your 2017 parking needs.

*The Village of Larchmont reserves the right, to cease parking permit sales to Town of Mamaroneck and Out-of Town residents.

**Village of Larchmont
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Larchmont, NY 10538
(914) 834-6230, press 1**