

2017 PARKING PERMIT INSTRUCTIONS

Village of Larchmont Residents and Merchants

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

Visit our website, www.villageoflarchmont.org for applications. 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.

NOTICE: The "GP" daytime parking permit is not valid for train station or Lot #8 parking and is available to Village residents and merchants only.

Daytime Parking

For Railroad Station: *Permits will be sold first-come, first-served. Mailed-in applications received prior to the starting sale date will be considered once the in-person sales are completed on Nov. 6. Use "All Railroad Station Parking" form.*

- Lot #1 (Connecticut-bound side) – Available to Larchmont residents only. First-come, first served, one per household. Permits Limited. Previous permit holders are not guaranteed permits.
- Lot #3 (Metered Lot – New York side) – Available to Larchmont Village residents and merchants. A daily fee of \$5.00 is required.

Nighttime Parking: Available to all Village residents. Parking permitted in any Village lot. Space in preferred lot is not guaranteed.

Again for 2017-Residents Only

- **Discounted** permit for purchase of a **day/night** combined permit (meter permits excluded from offer). If you wish to receive this discount, you must purchase a day and night permit together, on an annual basis only.
- **Senior Citizen** age is 65 and older to qualify for Senior Night Permit. Fee will be charged if obtained without purchase of annual daytime permit.
- **Saturday Daytime Parking Permit!** This permit will be offered again to **residents only**, and must be purchased in conjunction with an annual night parking permit. It would allow cars to park during the day on Saturdays in any Village lot (except the Railroad Station). This permit would be **NON-REFUNDABLE**. As always, spaces are limited and are not guaranteed to be available in your preferred lot.

REMINDERS:

- Permits are issued by the Clerk's Office Mondays-Fridays 8:30 AM to 4:00 PM (holidays excepted). During holiday weeks, office hours may change.
- Please be sure to bring in required documents (or copies) as indicated on application.
- Allow sufficient time for processing if you apply by mail. Permit will be returned as quickly as possible if your application is accepted.
- All incomplete 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. You may then place your name on the waitlist, using our Waitlist Application Form. If you place your name on a waitlist, **there is no guarantee that a permit will be offered**. Lot #1 waitlist will expire on December 31, 2017. Please **do not** contact the Clerk's Office to determine your placement on the waitlist. If a permit becomes available, you will be contacted at the phone number listed on your application. You are responsible for notifying the Clerk's Office if your phone number changes.
- The Village of Larchmont **does not guarantee** the availability of parking spaces in any lot.
- 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.
- Please note that in 2017, the Village will not offer 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 requirement. We thank you for your understanding and appreciate your cooperation.



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

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