



**Town Clerk / Town of Mamaroneck**

740 W. Boston Post Rd.

Mamaroneck, NY 10543

914-381-7870

Hours Mon-Fri 8:30am-4:30pm

[townclerk@townofmamaroneckNY.org](mailto:townclerk@townofmamaroneckNY.org)

**Christina Battalia, CMC, RMC**

**Mamaroneck Town Clerk**

August 29, 2019

Dear Residential Parking Permit Holder,

**Your current Residential Parking Permit will expire September 30, 2019.** Please complete and return the enclosed renewal application and worksheet along with ALL the required supporting documents to the Town Clerk by Friday, September 20th.

This year, the permit fee remains \$25.00, and again your new permit will hang from your vehicle's rear view mirror. **Please note, we DO NOT maintain documentation from year to year, so each year you are required to produce ALL the documentation necessary to renew your permit.**

**We continue to try to cut down on fraud and are maintaining our stricter requirements.** Our intent is to issue parking permits only to verified residents of the Residential Parking Districts. Therefore, your valid vehicle registration and driver's license should include your current address within the Residential Parking District. If either document does not, additional documentation is required, and you should consult these requirements on the enclosed worksheet.

In addition, prior to permitting, we must confirm with the Town Court that your vehicle does not have three or more outstanding or unpaid parking violations. **If you have many parking violations, please take care of those with the Town Court PRIOR to submitting your paperwork for permit renewal.**

**MAIL or BRING IN your FULLY COMPLETED 1) application, 2) worksheet, 3) ALL required documentation and 4) payment in the amount of \$25.00.** Mail your completed packet to: Town Clerk, Town of Mamaroneck, 740 W. Boston Post Road, Mamaroneck, NY 10543. **Cash and credit card payments will be accepted IN PERSON ONLY.** The Town Clerk's Office is open Monday through Friday from 8:30am to 4:30pm, and is located on the first floor of the Town Center located at 740 W. Boston Post Road.

**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Please give us a call in the Town Clerk's Office at 914-381-7870, if you have any questions or if we can help you in any way with your Residential Parking Permit renewal.

Sincerely,

Christina Battalia