

VILLAGE OF
BRIARCLIFF MANOR
www.briarcliffmanor.org



1111 PLEASANTVILLE ROAD
BRIARCLIFF MANOR, N.Y. 10510
TELEPHONE: (914) 941-4800
FAX: (914) 941-4837

To: 2011 Scarborough Station Parking Permit Holders
From: Christine Dennett, Village Clerk
Subject: 2012 Scarborough Train Station Parking Procedures
Date: November 17, 2011

Hours of Operation:

Applications are currently being accepted by mail or in person and permits will be distributed the week of December 5th. The hours of operation are Monday through Friday, 8:30 a.m. to 4:30 p.m. In addition to our regular hours, Village Hall will be open to process parking permit applications on Saturday, December 17th from 9am-12pm and Wednesday Evenings, December 21st and 28th until 7pm.

Permit Application:

Please complete the application and return it with your payment, along with copies of your NYS vehicle registration, and a self addressed stamped envelope, (if by mail) or by Friday, December 30, 2011 (if in person) to: Village of Briarcliff Manor, Village Clerk's office, 1111 Pleasantville Road, Briarcliff Manor, NY 10510. This must be done annually to ensure that all paperwork is current. **Permits will not be issued if the proper paperwork is not provided.** All photo copies must be made in advance. **NEW THIS YEAR!** Visa, Mastercard and Discover Credit Cards will be accepted after December 5th in person only. A 2.5% fee will be the responsibility of the applicant and all fees are non-refundable.

Parking Procedures:

Hang the permit from the rear-view mirror. The permit should be displayed at all times while parked in the space. If the permit is not properly displayed, you are subject to a \$25.00 fine. If you are having an issue hanging the tag, you may hang it by using a lanyard or string around your rear-view mirror. Be sure to back into parking spaces.

Only **ONE (1)** car listed on the permit may be at the station at any one time. Daily parking is available in a private lot operated by the Briarcliff Bus Company. Please call 941-5139 for their rates.

Valet Parking is available to permit holders at no additional cost from 7:15am to 8:00pm, Monday through Friday, with the exception of federal holidays. Provisions will be made by the valet parking service for those permit holders who valet park their vehicle and return after 8:00 p.m. Self-parking is not permitted in areas designated for valet parking.

Permits are not necessary to park at Scarborough Train Station on Saturdays, Sundays and observed holidays. Overnight parking from 3:00 a.m. – 6:00 a.m. at the Scarborough Train Station is not permitted from December 1st through March 31st. Violators are subject to a \$10.00 fine.

-OVER-

Parking Procedures Continued:

If your permit is broken, mutilated or a vehicle or plate number has changed, you must return the current permit so that a replacement can be issued. A fee of \$5.00 will apply. In the case of vehicle changes, you will need to furnish a copy of the new registration. If the permit is lost a fee of \$25.00 will apply. The lost permit will be voided and the tag number will be given to the police department.

If your car is in for a repair, please contact the Briarcliff Manor Police Department at 941-2130 and report the plate number of the alternate car in use. This will avoid a ticket.

Important Information:

****Only ONE permit will be sold per residential household. Permits will not be issued to business or corporate addresses.****

NO REFUNDS OR TRANSFERS will be issued for the cancellation of any parking permits.

Purchase of permit DOES NOT GUARANTEE a parking space.

Resident Parking Permit Information:

Any person who applies for a resident parking permit is required to furnish a copy of their driver’s license and registration for up to two (2) vehicles to be authorized per tag. You are not eligible for a resident permit if the car is not registered in Briarcliff Manor. The vehicle must be registered in the State of New York in conformity with the NYS Vehicle and Traffic Law, Article 3, Section 250, Item 1, which states residents must register vehicles in the state within 30 days of becoming a resident. Automobiles registered to others outside the Village will not be accepted, regardless of family relationships.

We offer annual and quarterly permits for residents of the Village of Briarcliff Manor. Ten (10) monthly permits are available on a first come, first served basis. The fees are:

Annual	\$550.00	<u>Replacement Fees:</u>	
Quarterly:	\$165.00	If original tag is returned:	\$ 5.00
Monthly:	\$ 80.00	If original tag is lost:	\$ 25.00

Car Pool Parking Permit

In an attempt to relieve some of the congestion at Scarborough Station, the Village is offering a car pool parking permit. Up to three separate homeowners (three separate addresses) may purchase a collective annual permit allowing one car from each household on the tag. A copy of each car’s NYS registration must be submitted along with a copy of each residents Driver’s License. Should the applicants decide in the future to commute separately, they shall provide written notice to the Village Clerk of their intent. The applicants are entitled to an annual permit at the full price less a prorated share of the cost of the carpool permit which shall be divided equally among the car pool permit holders. The normal rules and regulations would apply for parking purposes. ****Only ONE car may be at the station at any one time.****

Non-Resident Parking Permit Information:

We offer 35 annual permits for non-residents of the Village of Briarcliff which are offered on a first come, first served basis. The fee is **\$970.00** per year.

Remember to Enclose:

1. Completed application
2. Check payable to: Village of Briarcliff Manor
3. Copies of Driver’s License
4. Copies of Vehicle Registration(s)
5. Self addressed, stamped envelope for any application submitted by mail or prior to December 5th.

**Village of Briarcliff Manor
1111 Pleasantville Road
Briarcliff Manor, NY 10510
(914) 941-4801**

2012 SCARBOROUGH STATION PARKING PERMIT APPLICATION

Name: _____ **Date:** _____

Address: _____ **Day telephone:** _____

Email Address: _____

Important Notes:

1. Driver's license and vehicle registration(s) **MUST** be presented with application (no P.O. Box Numbers).
2. Two vehicles from one residential household may be registered on a permit with the exception of Car Pool Permits.
3. Car Pool Permits can be issued collectively for up to three separate households.
4. ****Only ONE regular (non Car Pool) permit will be issued per residential household****
5. Only residents may purchase monthly or quarterly residential parking permits.
6. Only **ONE** vehicle per permit may be at the station at one time.
7. **Purchase of a permit does not guarantee a parking space.**
8. Any deliberate misrepresentation will result in cancellation of station parking privileges for the year with no refund for the balance of the remaining period.
9. PERMITS ARE NON REFUNDABLE AND NON TRANSFERABLE
10. Make check payable to: **Village of Briarcliff Manor**

Vehicle # 1

Plate No.: _____

Make: _____

Year: _____

Vehicle # 2

Plate No.: _____

Make: _____

Year: _____

Vehicle # 3 Car Pool Only**

Plate No.: _____

Make: _____

Year: _____

Add'l Names and Addresses for Car Pool Permits

Mailing Procedures: Please complete the application and return it with your payment to: Village of Briarcliff Manor, Village Clerk's Office, at the address noted above. Also enclose a photocopy of your NYS driver's license and registration for up to two vehicles or up to three for Car Pool Permit to be authorized per tag, as well as a self-addressed, stamped envelope for any application submitted by mail or prior to December 5th. *Permits will not be issued without the proper paperwork.*

PERMIT RATES

Annual (Resident)..... \$550.00
 Annual Car Pool (Up to 3 households)...\$550.00
 Annual (Non-Resident)*..... \$970.00
 Quarterly (Resident Only)..... \$ 165.00
 Monthly (Resident Only)**..... \$ 80.00
 Replacement..... \$ 5.00
 Replacement of lost tag..... \$ 25.00

OFFICE USE ONLY

Payment Date: _____
 Payment Amount: _____
 Check / Receipt No.: _____
 Issued By: _____
 Permit No.: _____
 Type of Permit : _____

* 35 Non-resident permits will be sold on a first-come, first serve basis.
 ** 10 Resident monthly permits will be sold on a first-come, first serve basis.

OFFICE USE ONLY**CHANGE #1**

Vehicle # 1

Plate No.: _____

Make: _____

Year: _____

Vehicle # 2

Plate No.: _____

Make: _____

Year: _____

Vehicle # 3 Car Pool Only

Plate No.: _____

Make: _____

Year: _____

Payment Date: _____

Payment Amount: _____

Check / Receipt No.: _____

Issued By: _____

Permit No.: _____

Type of Permit: _____

OFFICE USE ONLY**CHANGE #2**

Vehicle # 1

Plate No.: _____

Make: _____

Year: _____

Vehicle # 2

Plate No.: _____

Make: _____

Year: _____

Vehicle # 3 Car Pool Only

Plate No.: _____

Make: _____

Year: _____

Payment Date: _____

Payment Amount: _____

Check / Receipt No.: _____

Issued By: _____

Permit No.: _____

Type of Permit: _____

OFFICE USE ONLY**CHANGE #3**

Vehicle # 1

Plate No.: _____

Make: _____

Year: _____

Vehicle # 2

Plate No.: _____

Make: _____

Year: _____

Vehicle # 3 Car Pool Only

Plate No.: _____

Make: _____

Year: _____

Payment Date: _____

Payment Amount: _____

Check / Receipt No.: _____

Issued By: _____

Permit No.: _____

Type of Permit: _____

OFFICE USE ONLY**CHANGE #4**

Vehicle # 1

Plate No.: _____

Make: _____

Year: _____

Vehicle # 2

Plate No.: _____

Make: _____

Year: _____

Vehicle # 3 Car Pool Only

Plate No.: _____

Make: _____

Year: _____

Payment Date: _____

Payment Amount: _____

Check / Receipt No.: _____

Issued By: _____

Permit No.: _____

Type of Permit: _____