VILLAGE OF
BRIARCLIFF MANOR
www.briarcliffmanor.org

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

To: 2016 Scarborough Station Parking Permit Holders

From: Christine Dennett, Village Clerk

Subject: 2017 Scarborough Train Station Parking Procedures

Date: October 14, 2016

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. Please note Village Offices will be closed on the following dates during the holidays, December 23th and December 26th and January 2nd.

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) 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. Visa, MasterCard and Discover Credit Cards are accepted. 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 a 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 the following 2017 Federal Holidays: New Year's Day, Monday, January 2nd, Birthday of Martin Luther King Jr., Monday, January 16th, Presidents' Day, Monday, February 20th, Memorial Day, Monday, May 29th, Independence Day, Tuesday, July 4th, Labor Day, Monday, September 4th, Columbus Day, Monday, October 9th, Veterans Day, Friday, November 10th, Thanksgiving Day, Thursday, November 23rd and Christmas, Monday, December 25th. Please do not park in the Valet Area on designated holidays. Violators are subject to a fine.

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. The phone number for the Valet Attendant is (914) 486-2952. Self-parking is not permitted in areas designated for valet parking.

-OVER-

Parking Procedures Continued:

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 December 1st through March 31st. Violators are subject to a fine.

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 $10.00 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 $35.00 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:

Parking is very limited and only **ONE permit will be sold per residential household. Second permits will be considered under extreme hardships and a letter or email must be submitted for consideration. 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.

Any person caught altering a permit will have their permit privileges revoked and will be prosecuted.

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	**$675.00**	**Replacement Fees:**	
Quarterly:	**$210.00**	**If original tag is returned:**	**$ 10.00**
Monthly:	**$ 95.00**	**If original tag is lost:**	**$ 35.00**

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 **$1200.00** 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 9th.

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

2017 SCARBOROUGH STATION PARKING PERMIT APPLICATION

APPLICANT INFORMATION:

Name: _____ **Date:** _____

Address: _____ **Day telephone:** _____

Email Address: _____

VEHICLE INFORMATION:

Vehicle # 1
Plate No.: _____
Make: _____
Year: _____

Vehicle # 2
Plate No.: _____
Make: _____
Year: _____

PARKING PERMIT PROCEDURES/INFORMATION:

1. Copies of NYS driver's license and vehicle registration(s) MUST be submitted with the application (no P.O. Box Numbers). ***Permits will not be issued without the proper paperwork.***
2. Two vehicles from one residential household may be registered on a permit.
3. Only residents may purchase monthly or quarterly residential parking permits.
4. Only ONE vehicle per permit may be at the station at one time.
5. Purchase of a permit does not guarantee a parking space.
6. Any deliberate misrepresentation will result in cancellation of station parking privileges for the year with no refund for the balance of the remaining period.
7. MAILING PROCEDURES: Please complete the application and enclose copies of your driver's license and vehicle registration(s) and return it with your payment to: Village of Briarcliff Manor, Village Clerk's Office, at the address noted above as well as a self-addressed, stamped envelope.
8. FAXING PROCEDURES (Credit Card Only): Fax completed application, driver's license and registration(s) to (914) 941-4837.

PAYMENT INFORMATION:

PERMITS ARE NON REFUNDABLE AND NON TRANSFERABLE
Make check payable to: **Village of Briarcliff Manor**
An additional fee of 2.5% will be the responsibility of the applicant for credit card transactions (Visa, MasterCard and Discover accepted only).

Name on credit card: _____ Card #: _____

Signature: _____ Exp. Date: _____ CSV Code: _____

PERMIT TYPES/RATES (Please circle)	Cash/Check	Credit Card	OFFICE USE ONLY	
Annual (Resident).....	$675.00	$691.88	Payment Date:	_____
Annual (Non-Resident).....	$1200.00	$1230.00	Payment Amount:	_____
Quarterly (Resident Only).....	$210.00	$215.25	Check / Receipt #:	_____
Monthly (Resident Only).....	$ 95.00	$ 97.38	Issued By:	_____
Replacement.....	$ 10.00	$ 10.25	Permit #:	_____
Replacement of lost tag.....	$ 35.00	$ 35.88	Type of Permit:	_____

OFFICE USE ONLY

CHANGE #1

Vehicle # 1

Plate No.: _____

Make: _____

Year: _____

Vehicle # 2

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: _____

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: _____

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: _____

Payment Date: _____

Payment Amount: _____

Check / Receipt No.: _____

Issued By: _____

Permit No.: _____

Type of Permit: _____