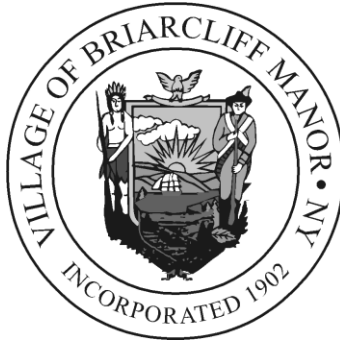


VILLAGE OF BRIARCLIFF MANOR  
1111 PLEASANTVILLE ROAD  
BRIARCLIFF MANOR, N.Y. 10510



WWW.BRIARCLIFFMANOR.GOV

TELEPHONE: (914) 941-4800

FAX: (914) 941-4837

To: 2023 Scarborough Station Parking Permit Holders  
From: Christine Dennett, Village Clerk  
Subject: 2024 Scarborough Train Station Parking Procedures  
Date: November 21, 2023

**Hours of Operation:**

Applications are currently being accepted by mail or in person. 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 November 23<sup>rd</sup>, November 24<sup>th</sup>, December 25<sup>th</sup>, December 26<sup>th</sup> and January 1<sup>st</sup>. There is also a drop box in the front of Village Hall that you can utilize.

**Permit Application:**

Any person who applies for a 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, or two (2) motorcycles/moped. 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. If you have a company car, please provide a **letter of authorization** on company letterhead as well as the registration.

Please complete the application and return it with your payment along with the required documents listed above, (if by mail or drop box) 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.** Visa, MasterCard, Discover and American Express Credit Cards are accepted. A 3% fee will be applied and is the responsibility of the applicant; 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 \$30.00 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. Motorcycles/Mopeds have a different procedure outlined at the end of this notice.

Only **ONE (1)** vehicle/motorcycle/moped listed on the permit may be at the station at any one time. You may add a motorcycle or moped to your annual pass as a second vehicle for no additional fee and can park in any regular permit parking space. If issued a motorcycle/moped parking pass you must park in a space designated for that use only or will be issued a parking ticket.

**Parking Procedures Continued:**

Daily parking is available by using the Pango pay by phone app in designated parking spaces only. Visit <https://www.mypango.com/get-app/> to download the app today! Do not fret - if you do not have a smartphone, on the signage at the train station there is a number to call that will allow you to pay without the use of the app

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 1<sup>st</sup> through March 31<sup>st</sup>. Violators are subject to a fine as well as towing at owner’s expense.

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:**

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 without reimbursement for unused permit usage, and will be prosecuted.

**Resident Parking Permit Information:**

<b>Annual</b>	<b>\$600.00</b>	<b><u>Replacement Fees:</u></b>	
<b>Quarterly:</b>	<b>\$215.00</b>	<b>If original tag is returned:</b>	<b>\$ 10.00</b>
<b>Monthly:</b>	<b>\$ 95.00</b>	<b>If original tag is lost:</b>	<b>\$ 35.00</b>
<b>Annual Motorcycle/Moped:</b>	<b>\$300.00 (designated space only)</b>		

**Non-Resident Parking Permit Information:**

<b>Annual</b>	<b>\$1100.00</b>	<b><u>Replacement Fees:</u></b>	
<b>Quarterly:</b>	<b>\$300.00</b>	<b>If original tag is returned:</b>	<b>\$ 10.00</b>
<b>Monthly:</b>	<b>\$110.00</b>	<b>If original tag is lost:</b>	<b>\$ 35.00</b>

**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 left in the drop box.

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

2024 SCARBOROUGH STATION PARKING PERMIT APPLICATION

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Day telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**VEHICLE INFORMATION:**

<b><u>Vehicle # 1</u></b>	<b><u>Vehicle # 2</u></b>
Plate No.: _____	Plate No.: _____
Make: _____	Make: _____
Year: _____	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 ONE vehicle per permit may be at the station at one time.
4. Purchase of a permit does not guarantee a parking space.
5. Any deliberate misrepresentation will result in cancellation of station parking privileges for the year with no refund for the balance of the remaining period.
6. MAILING/DROP BOX 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.

**PAYMENT INFORMATION: IF PAYING BY CREDIT CARD, DO NOT E-MAIL**

PERMITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE

Make check payable to: **Village of Briarcliff Manor**

An additional fee of 3% will be the responsibility of the applicant for credit card transactions (Visa, MasterCard, Discover and American Express accepted).

Name on credit card: \_\_\_\_\_ Card #: \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CSV Code: \_\_\_\_\_

	<b><u>Resident:</u></b>	<b><u>Non-Resident</u></b>	<b>Replacement Fees</b>	
<b>Annual</b>	<b>\$600</b>	<b>\$1100</b>	<b>If original tag is returned:</b>	<b>\$10</b>
<b>Quarterly:</b>	<b>\$215</b>	<b>\$300</b>	<b>If original tag is lost:</b>	<b>\$35</b>
<b>Monthly:</b>	<b>\$95</b>	<b>\$110</b>		
<b>Motorcycle/Moped:</b>	<b>\$300</b>	<b>n/a</b>		

**OFFICE USE ONLY**

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Payment Amount: \_\_\_\_\_  
Check/Receipt#: \_\_\_\_\_ Permit Type: \_\_\_\_\_ Issued by: \_\_\_\_\_

**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: \_\_\_\_\_