

**INCORPORATED VILLAGE OF MINEOLA
2024 SPECIAL PARKING PERMIT APPLICATION**

VALID THROUGH DECEMBER 31, 2024

Business Name: _____

Address: _____, Mineola, NY 11501

Telephone Number: _____ Email Address: _____

Business Owner/President Name: _____

Person Completing Application: _____ Title: _____

This application must be completed, signed by the owner/president of the business sponsor, notarized, and returned to the Village Clerk at 155 Washington Avenue, Mineola, NY 11501 with payment (check or money order) for \$250.00 *per permit* payable to *Village of Mineola*. After August 31, the fee is \$175 per permit. A copy of valid vehicle registration must also be attached to this form for each applicant listed below. Permits will not be issued to drivers with outstanding or unpaid parking tickets. Special parking permits are for personal use only and will not be issued to commercial vehicles.

EMPLOYEE NAME	VEHICLE YEAR/MAKE/MODEL	VEHICLE COLOR	VEHICLE LICENSE PLATE NUMBER

Additional pages may be attached and notarized, if necessary.

I, _____ (NAME), _____ (TITLE) am the owner/chief administrator of the above company, and do hereby swear that the names listed above are employees of my business and are legally entitled to purchase a special parking permit to park in designated locations throughout the Incorporated Village of Mineola. I understand that knowingly providing false information may result in the revocation of ALL special parking permits to the above company. Furthermore, that the applicants and I listed above agree that the Incorporated Village of Mineola shall not be liable for any loss of or damage to the above vehicles, contents, etc., occurring while parked in any designated areas and agree to abide by the provisions of all Village Local Laws.

SIGNATURE OF BUSINESS OWNER/PRESIDENT: _____

NOTARY STAMP GOES HERE

SWORN TO ME ON THE _____ DAY,

OF _____ (YEAR) _____

SIGNATURE _____

TITLE _____

INCORPORATED VILLAGE OF MINEOLA SPECIAL PARKING PERMIT INFORMATION

The Village of Mineola designates certain parking areas throughout the village as Special Permit Parking. These spaces require a Special Parking Permit allowing the permit holder to park in certain designated spaces, but do not exclude motorists from other established parking regulations. For example, bearing a Special Parking Permit does not allow a motorist to park in reserved Commuter Parking fields or handicap parking spaces.

- Designated Special Permit parking spaces are first-come, first-served.
- Purchase of a Special Parking Permit does not guarantee a parking space.
- Permit holders are only authorized to park in designated Special Permit spaces in parking fields or at designated on-street parking meters, as noted.
- The application must be completed, signed by the owner/president of the business sponsor, notarized, and returned to the Village Clerk at 155 Washington Avenue, Mineola, NY 11501 with payment of \$250.00 *per permit* (\$175 after August 31). **Applications submitted without payment will not be processed.**
- The completed application must be accompanied by copies of valid vehicle registrations corresponding to each vehicle listed on the application. Permits will not be issued to drivers with outstanding or unpaid parking tickets.
- Special Parking Permits will only be issued to owners and/or employees of businesses located within the Incorporated Village of Mineola and are only valid while the permit holder is an employee of said business.
- The permit must be permanently affixed to the exterior of the back window on the driver's side of the vehicle. If not affixed properly, vehicle may be ticketed and permit may be revoked.
- Permits are valid ONLY on the vehicle registered on the permit.
- To permanently transfer the permit to another vehicle, the permit must be returned to the Village Clerk's office with the description and registration of the new vehicle and authorization of the business owner/president. A \$25.00 transfer fee will apply.
- Knowingly providing false information on the application may result in the revocation of all Special Parking Permits issued to the business.