

INCORPORATED VILLAGE OF MINEOLA
HARRISON AVENUE PARKING GARAGE MONTHLY PERMIT APPLICATION

The undersigned, pursuant to the provisions of the Village Code, who resides at the address below is the owner of the motor vehicle listed on this application. I agree that the Village of Mineola shall not be liable for any loss or damage to the motor vehicle described below or its equipment, contents, etc. occurring while said vehicle is parked in the Harrison Avenue Parking Garage and agree to abide by the provisions of the Village Code and the Parking Rules and Regulations described. I understand that parking permits are NON-TRANSFERABLE and if I transfer my parking permit/scan card to another user or vehicle that I am subject to fines and my parking privileges in the Harrison Avenue Parking Garage will be revoked.

Signature: _____ Date: _____

Print Name: _____

Address: _____

Phone: _____ Email: _____

NEW APPLICATION OR RENEWAL:

- ☐ New Application/Month _____
☐ Renewal/Month _____

VEHICLE INFORMATION:

Year: _____ Make: _____
Model: _____
Color: _____
Plate #: _____
(From Registration)

PERMIT TYPE (Check one):

- ☐ Day Permit (14 Hour)/Mineola Resident * \$60/month
☐ Day Permit (14 Hour)/Non-Resident \$125/month
☐ Overnight Permit (24 Hour)/Mineola Resident * \$120/month
☐ Overnight Permit (24 Hour)/Non-Resident \$250/month

** Proof of residency required*

Bank fees may apply

\$20 cash deposit must be paid at time of scan card pickup. Deposit will be refunded when scan card is returned.

INSTRUCTIONS

1. Make check payable to "Village of Mineola" and submit or mail with completed application and required documents to the Village Clerk; 155 Washington Avenue; Mineola, NY 11501-2410. Do not send cash!
2. If your application is accepted you will be notified and provided instructions for obtaining and using your scan card/permit.
3. Incomplete or non-accepted applications and checks will be returned to the applicant at the address listed on this application.
4. Monthly Permit Renewals – Permit holders who wish to renew their permits / scan cards before they expire may do so in the Harrison Avenue Parking Garage at either the Harrison Avenue or First Street pay station.
5. Applications will be processed in the order they are received and there is no guarantee your application will be accepted as quantities are limited.
6. See reverse side for additional details and instructions.
7. Questions? Please call Parking Garage Manager's Office at 516-240-9097.

REQUIRED DOCUMENTS FOR NEW APPLICATIONS

- ☐ Copy of your Driver License (All New Applications)
☐ Copy of your Vehicle Registration (All New Applications)
☐ Copy of your Vehicle Insurance Card (All New Applications)
☐ Copy of Proof of Mineola Residency (If required – see Paragraph 16 on reverse side for list of valid documents)

No application will be processed if you have any outstanding parking tickets.

For Office Use Only

Amount Paid: _____ Acct. No. _____
Cash: _____ Card No. _____
Check No.: _____ Activ. Date _____
Last 4 Credit: _____ Activ. By _____

IMPORTANT INFORMATION

1. The Harrison Avenue Parking Garage offers hourly, daily and monthly (permit) parking on a first-come, first-served basis.
2. Scan Cards – Successful Monthly Permit applicants will be issued proximity “Scan Cards” that will activate gates to allow access to and from the Harrison Avenue Parking Garage. Monthly Permit/Scan Card holders may park in the Harrison Avenue Parking Garage on any day during the purchased month without paying hourly/daily fees.
3. Permits Are Not Oversold – Monthly Permits in the Harrison Avenue Parking Garage are limited in quantity and will not be “oversold” meaning that adequate parking will be available for Permit Holders on a daily basis.
4. Day Permits are valid every day for any consecutive 14-hour period.
5. Day Permit parkers who exceed the 14-hour time restriction will be charged a fee upon exiting the garage equal to the prevailing parking garage hourly rate in excess of the 14-hour period. For example, if a Day Permit parker exits the garage 15 hours after entering the garage, the parker will be charged the prevailing garage fee for 1 hour of parking (15 hours parked minus 14-hour privilege = 1 hour additional) which is currently \$2.00.
6. Overnight (24 Hour) Permits allow you to park for 24 hours per day however storage of vehicles is strictly prohibited.
7. Overnight (24 Hour) Permit holders who must leave their vehicles parked in the garage in excess of 5 consecutive days without exiting must contact the Parking Garage Manager or the vehicle will be towed at the owner’s expense.
8. Payment for All Permits must be pre-paid before the first day of each month and will be valid for a period of one month inclusive of the first and last day of such month.
9. Renewals of All Permits will be available, but the Village is not obligated to renew any monthly permit. The total number of monthly Permits issued and Permit fees may be adjusted by the Village from time to time without notice. Monthly permits may be renewed prior to expiration at the pay stations at the Garage.
10. Monthly Parking Waiting Lists – If or when certain categories of Monthly Permits become over-subscribed, Village residents or non-residents may request to be put on a waiting list to be contacted in the event a Monthly Permit becomes available. In the event a Monthly Permit becomes available, the longest listed individual on the waiting list will be contacted to purchase the available permit. If that individual refuses to purchase the permit they will be removed from the waiting list and the next longest listed individual will be contacted for the same purpose, and so forth.
11. Scan Cards Must Be Returned – Customers who do not renew their Monthly Permit/Scan Cards must return them undamaged to the Parking Garage Manager or be charged a replacement fee of \$20. \$20 cash deposit must be paid at time of scan card pickup. Deposit will be refunded when scan card is returned.
12. Lost or Damaged Scan Cards – A \$20 replacement fee will be charged to customers who lose or damage their scan cards.
13. No Reserved Parking – All parking spaces in the Harrison Avenue Parking Garage shall be unreserved spaces except as noted below.
14. Designated or Reserved Parking – The Harrison Avenue Parking Garage may include some spaces designated for short duration parking but will not include any reserved parking spaces except parking spaces reserved for handicap parking or official Village vehicles.
15. Handicap Parking – The Harrison Avenue Parking Garage includes parking spaces for handicapped persons in accordance with the law and it shall be unlawful to park in any space designated for handicapped persons unless the appropriate handicapped parking credentials are displayed. Enforcement of New York State and Federal handicap parking laws shall be conducted by Village or Law Enforcement personnel in accordance with the law.
16. Proof of Residency (If Required) – Proof of Village residency shall require the submission of a copy of the subject vehicle registration registered to a Mineola address, insurance card for the subject vehicle, applicant’s driver license, plus any one of the following; recent water, electric, phone or cable bill, or recent bank statement with matching names and addresses.
17. Hours of Operation – The Harrison Avenue Parking Garage shall be in operation twenty-four (24) hours per day, daily, including Sundays and holidays.
18. Permits are Non-Transferable – Customers who transfer their parking permit/scan card to another vehicle or user, without first notifying the Village, will be fined \$200 and their parking privileges in the Harrison Avenue Parking Garage will be revoked.
19. Enforcement of Non-Transferable Rules – Each scan card issued is encoded with the license plate number associated with the application. Routine enforcement conducted by the Village will reveal when scan card swipes and license plates do not match.
20. Special Circumstances/Hardships/Emergencies – The Village understands that, from time to time, Monthly Permit customers may not be able to comply with the rules and regulations described herein. In these occurrences, customers must notify the Parking Garage Manager to avoid fines or misunderstandings. Example: Permitted vehicle is in the repair shop.
21. Permit Valid at Harrison Avenue Parking Garage Only – Scan Cards/Monthly Permits are valid for parking at the Harrison Avenue Parking Garage only.
22. Other Village Parking Permits or Stickers – Vehicles with Village Parking Permits or Stickers issued for Non-Harrison Avenue Garage parking areas may park in the Harrison Avenue Parking Garage but are subject to prevailing fees and charges for parking therein.

Questions? Please call 516-240-9097

You will be notified by email when your application is approved