

PARKING PERMIT RENEWAL INSTRUCTIONS AND REQUIREMENTS

We have a new procedure in place this season which should streamline the renewal process. The submission / renewal process will **ONLY** be conducted online.

PLEASE READ ALL THE INFORMATION CAREFULLY TO ENSURE COMPLIANCE.

Renew Online from October 1, 2020 until December 31, 2020 by visiting the Town's website – see instructions below. There is a \$5.00 processing fee and a 2% credit card transaction fee assessed to renew permit(s) online.

Late Fees will be assessed for payments received after **December 1, 2020**. Payments received from **December 2, 2020 to December 16, 2020** will be assessed a \$ 25 late fee. Payments received from **December 17, 2020 to December 31, 2020** will be assessed a \$ 45 late fee.

PLEASE NOTE: Renewal applicants of 2020 permits: *with the exception of Cos Cob, Old Greenwich, and Riverside renewal applicants*, are required to upload proof documents as indicated on the list of acceptable proof documents. Please refer to list shown below for details. Your application will be reviewed and you will be notified accordingly. Once approved, you finalize your renewal by paying online.

Failure to supply documents which meet the criteria listed will result in the 2021 parking permit being denied.

Your permit will be effective as of **JANUARY 1, 2021**. **Please note, all outstanding parking citations must be settled in order to obtain a new permit.** Misuse and abuse of permit(s) that have been reported lost, stolen or transferred constitutes fraud and will be subject to prosecution, revocation of current permits(s), and/or denial of future permit(s).

Please review the list of acceptable proof documents, shown below, before proceeding to renew your permit.

If you renewed your parking permit online last year:

- Visit <https://www.greenwichct.gov/572>
- Click on Parking Permit Renewal Instructions and Requirements
- Click on Submit your renewal request online
- If your permit does not automatically appear, please use the code and temporary password, contained in the letter / email we sent you, to associate this permit with your account. You may do so by using the "Find my Additional Permits" link on the "Renew Permits" page.
- Complete the application; upload proof documents, if applicable.
- We will contact you, via email, to inform you of the status of your application. Once approved, you may finalize your renewal by paying online.

If you renewed your permit by mail or in person last year:

- Visit <https://www.greenwichct.gov/572>
- Click on Parking Permit Renewal Instructions and Requirements
- Click on Submit your renewal request online
- Press "Sign Up" to create an account. You will need the code and temporary password to create an account. A confirmation email will be sent to you.
- After confirming your email, you may sign in and submit an application for permit renewal. **Please note** if you have multiple permits you will receive multiple letters / emails from us with a unique code and temporary password, for each permit. Save each letter / email as you will need to enter that information under "Find my additional" to associate all permits with your portal account.
- Complete the application; upload proof documents, if applicable.
- We will contact you, via email, to inform you of the status of your application. Once approved, you may finalize your renewal by paying online.

Questions: email Parking Services at parkingpermits@greenwichct.org

REQUIRED PROOF FOR 2021 PARKING PERMITS

Failure to supply documents which meet the criteria listed will result in the 2021 parking permit being denied. Please note: all outstanding parking citations must be settled in order to renew a permit.

1) Renewal applicants of 2020 Greenwich permits are required to upload proof of residency.

Two (2) proofs of Greenwich residency are required. Documents must be current - within the last 30 days. Acceptable proofs of residency: current automobile registration, driver's license, residential lease agreement, tax bill (property tax), utility bill (cable, electric, gas, water).

2) Renewal applicants of 2020 Plaza permits are required to upload proof of residency.

Two (2) proofs of Greenwich residency are required. Documents must be current - within the last 30 days. Acceptable proofs of residency: current automobile registration, driver's license, residential lease agreement, tax bill (property tax), utility bill (cable, electric, gas, water).

3) Renewal applicants of 2020 Byram permits are required to upload proof of employment.

Enclose proof of employment. Employment must be at a business establishment located in the Byram Business District. Documents must be current - within the last 30 days. Acceptable proofs of employment: current paystub or notarized letter from employer on company letterhead.

4) Renewal applicants of 2020 Lafayette permits are required to upload proof of employment.

Enclose proof of employment. Employment must be at a business establishment located in the Central Greenwich Business District. Documents must be current - within the last 30 days. Acceptable proofs of employment: current paystub or notarized letter from employer on company letterhead.

5) Renewal applicants of 2020 Sound View permits are required to upload proof of employment.

Enclose proof of employment. Employment must be at a business establishment located in the Central Greenwich Business District. Documents must be current - within the last 30 days. Acceptable proofs of employment: current paystub or notarized letter from employer on company letterhead.

6) Renewal applicants of 2020 West End permits are required to upload proof of employment.

Enclose proof of employment. Employment must be at a business establishment located in the Old Greenwich Business District. Documents must be current - within the last 30 days. Acceptable proofs of employment: current paystub or notarized letter from employer on company letterhead.

7) Renewal applicants of 2020 Town Hall permits are required to upload proof of employment or residency.

Enclose proof of employment. Employment must be at a business establishment located in the Central Greenwich Business District. Documents must be current - within the last 30 days. Acceptable proofs of employment: current paystub or notarized letter from employer on company letterhead.

OR

Enclose two (2) proofs of residency. Home address must be located in the Central Business District. Documents must be current - within the last 30 days. Acceptable proofs of residency: current automobile registration, driver's license, residential lease agreement, tax bill (property tax), utility bill (cable, electric, gas, water).

8) Renewal applicants of 2020 Cos Cob, Old Greenwich and Riverside permits are not required to upload proof .