



Town of Greenwich
Department of Parking Services
 101 Field Point Road, Greenwich, CT 06830
 203-618-3060

For Office Use Only

Date Issued: _____

2021 Permit #: _____

2022 Permit #: _____

Permit Location: _____

Amount: _____

Check #: _____

**PARKING PERMIT RENEWAL
 REINSTATEMENT FORM**

ONLY IN EFFECT: 1/1/2022 – 1/31/2022

(Pursuant to Section § 14-34.2 Town of Greenwich Parking Ordinance)

Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone #: _____

PLEASE NOTE: Renewal applicants of 2021 permits: *with the exception of Cos Cob, Old Greenwich, and Riverside renewal applicants*, are required to provide proof of residency documents (**refer to list of acceptable proof documents**).

Your application will be reviewed and you will be notified accordingly. Failure to supply documents which meet the criteria listed will result in the 2022 parking permit being denied.

To reinstate your permit renewal, you must do the following. Please allow 2-3 business days for processing.

- Complete the application and provide proof documents (*if applicable*)
- Enclose a check made payable to the Town of Greenwich (*refer to permit fee schedule*)
- Mail or drop off: (Drop Box located in front of Parking Services)

Town of Greenwich
 Parking Services - Parking Permits PPRR
 101 Field Point Road
 Greenwich, CT 06830

Your permit will be effective as of **JANUARY 1, 2022**. **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 permit(s), and/or denial of future permit(s).

By signing this **Parking Permit Renewal Reinstatement Form**, I acknowledge that the information is valid. The undersigned states under the penalties of perjury that I reside and /or work at the address listed above and that I am the owner and/or authorized motor vehicle operator of the vehicle(s) listed below.

License Plate # 1	Registered State # 1	Make / Model of Vehicle # 1	Color – Vehicle # 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

License Plate # 2	Registered State # 2	Make / Model of Vehicle # 2	Color – Vehicle # 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Account Holder

Date

REQUIRED PROOF FOR 2022 PARKING PERMITS

Failure to supply documents which meet the criteria listed will result in the 2022 parking permit being denied.

1) Renewal applicants of 2021 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 (*with name and address of applicant*), driver's license, residential lease agreement, tax bill (real estate), entire utility bill (cable, electric, gas, oil, propane, water).

2) Renewal applicants of 2021 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 (*with name and address of applicant*), driver's license, residential lease agreement, tax bill (real estate), entire utility bill (cable, electric, gas, oil, propane, water).

3) Renewal applicants of 2021 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 2021 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 2021 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 2021 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 2021 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 Greenwich Business District. Documents must be current - within the last 30 days. Acceptable proofs of residency: current automobile registration (*with name and address of applicant*), driver's license, residential lease agreement, tax bill (real estate), entire utility bill (cable, electric, gas, oil, propane, water).

8) Renewal applicants of 2021 Central Greenwich permits are required to upload proof of employment or residency.

Enclose proof of employment. Employment must be at a business establishment within the established boundaries in Central Greenwich. 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 within the established boundaries in Central Greenwich. Documents must be current - within the last 30 days. Acceptable proofs of residency: current automobile registration (*with name and address of applicant*), driver's license, residential lease agreement, tax bill (real estate), entire utility bill (cable, electric, gas, oil, propane, water).

9) Renewal applicants of 2021 Cos Cob, Old Greenwich and Riverside permits are NOT required to upload proof.

2022 ANNUAL PARKING PERMIT FEE SCHEDULE

PERMIT LOCATION	ANNUAL FEE *	TOTAL PERMIT FEE (INCLUDES \$ 245 REINSTATEMENT FEE)
Byram	\$ 30	\$ 275
Cos Cob	\$ 461	\$ 706
Central Greenwich	\$ 725	\$ 970
Greenwich	\$ 461	\$ 706
Lafayette	\$ 725	\$ 970
Old Greenwich	\$ 461	\$ 706
Plaza	\$ 725	\$ 970
Riverside	\$ 461	\$ 706
Sound View	\$ 725	\$ 970
Town Hall	\$ 461	\$ 706
West End	\$ 170	\$ 415

***NOTE: ANNUAL FEE INCLUDES \$ 5.00 PROCESSING FEE & 6.35% CT STATE SALES TAX**

Parking Permit Rules and Regulations

The Town of Greenwich utilizes a hang tag permit system for the commuter, merchant, and resident parking lots. The hang tag must be clearly displayed and hanging from the rear view mirror when parking in the designated permit lot.

Failure to display the appropriate hang tag will result in a citation being issued (permit holders will be granted a one-time courtesy void, per year, for failure to clearly display their parking permit hang tag). All parking permit hang tags must be used in the assigned parking lot. Central Greenwich (CG) parking permit hang tags can **ONLY** be used in one of the designated 12-hour Central Greenwich parking lots. Any misuse or abuse will result in forfeiture of the parking permit, denial of future permit(s) and penalty.

- Parking spaces are on a first come first serve basis. A parking permit does not guarantee the permit holder a parking space.
- The parking permit is for the exclusive use of the permit holder. It cannot be assigned, loaned, or resold to any other individual.
- A maximum of two (2) vehicles may be linked to an individual parking permit. Only one (1) vehicle may use the permit, at any given time, in the designated permit area.
- Parking Permits are only valid in the designated permit areas. They are not valid in the Day Spaces. Therefore, if your vehicle is found in the designated Day Spaces area, with a valid permit, you will be issued a meter violation citation.
- **Central Greenwich (CG) Resident and Merchant** Parking Permits are only valid in the designated 12-hour Central Greenwich permit lots (*Amogerone, Benedict - North, Benedict - South, Board of Education – North, Bruce, Grigg Street, Liberty Way, Mason / Milbank, Sound View, Town Hall Annex*) and not in metered spaces.
- Section § 14-17.1 of the Town of Greenwich Parking Ordinance states “vehicles may not be left in the parking lot for over 24 consecutive hours. Vehicles parked for over 24 hours are subject to being fined and / or towed.”
- Applicants for a **Merchant Parking (Byram, Lafayette, Sound View, Town Hall, West End)** Parking Permit must prove employment at the business establishment located in the Business District for which they are applying. Acceptable proofs of employment: current paystub, or notarized letter, from the employer, on company letterhead. Documents must be current - within the last 30 days.
- Applicants for a **Greenwich, Plaza, Town Hall** Parking Permit must prove residency. Acceptable proofs of residency: current valid automobile registration (*with name and address of applicant*), driver’s license, residential lease agreement, tax bill (real estate tax), entire utility bill (cable, electric, gas, oil, propane, water). Documents must be current - within the last 30 days.
- Applicants for a Commuter Railroad Parking (**Cos Cob, Old Greenwich, Riverside**) are not required to provide proof.
- Applicants for a **Central Greenwich (CG) Resident** Parking Permit must prove residency within the designated boundaries. Acceptable proofs of residency: current valid automobile registration (*with name and address of applicant*), driver’s license, residential lease agreement, tax bill (real estate tax), entire utility bill (cable, electric, gas, oil, propane, water). Documents must be current - within the last 30 days
- Applicants for a **Central Greenwich (CG) Merchant** Parking Permit must prove employment at a business establishment located in the designated boundaries in the Central Greenwich Business District. Acceptable proofs of employment: current paystub or notarized letter, from the employer, on company letterhead. Documents must be current - within the last 30 days.
- There are no refunds or exchanges on parking permits. If you lose your parking permit, you will be charged the pro-rated cost of a new permit.
- All outstanding parking citations must be paid in order to be eligible for a parking permit. Parking permits will not be released to individuals with outstanding parking citations.
- Please keep your vehicles locked and remove all valuables from the vehicle. The Town of Greenwich is not responsible for any loss or damages to personal property while parked in any municipal parking lot.

It is the permit holders’ responsibility to notify the Department of Parking Services immediately of any changes or updates to your current information at parkingpermits@greenwichct.org.

If you have any questions, comments, or concerns, please contact us at 203-618-3060.

Rev. 11/5/2021