

# PARKING PERMIT RENEWAL INSTRUCTIONS AND REQUIREMENTS

It is time to renew your annual permit. The submission / renewal / payment process will **ONLY** be conducted online. **NOTE: THIS IS A MULTI-STEP PROCESS. PLEASE ALLOW 2-3 BUSINESS DAYS TO HAVE YOUR APPLICATION REVIEWED.**

## **PLEASE READ ALL THE INFORMATION CAREFULLY TO ENSURE COMPLIANCE.**

**Renew Online** from **October 15, 2021 until December 31, 2021** 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, 2021**. Payments received from **December 2, 2021 to December 16, 2021** will be assessed a **\$ 25 late fee**. Payments received from **December 17, 2021 to December 31, 2021** will be assessed a **\$ 45 late fee**. **THE DEADLINE TO PAY IS CLOSE OF BUSINESS DAY - DECEMBER 31, 2021.**

**PLEASE NOTE:** Renewal applicants of 2021 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, via credit card (Visa, MasterCard, Discover), to complete the process.

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

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 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.**

### **To renew your parking permit:**

- Visit <https://www.greenwichct.gov/572>
- Click on Parking Permit Renewal Instructions and Requirements
- Click on Submit your renewal request online
- Enter your email address and password used to access your account online last year. If necessary, you can reset your password at this point.
- 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 finalize your renewal by paying online, via credit card (Visa, MasterCard, Discover), to complete the process.

### **If you obtained your 2021 permit from a Waitlist:**

- 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 contained in the letter / email we sent you, in order 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 finalize your renewal by paying online, via credit card (Visa, MasterCard, Discover), to complete the process.

**Questions:** email Parking Services at [parkingpermits@greenwichct.org](mailto:parkingpermits@greenwichct.org)

# 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.**