

RESIDENTIAL PARKING PERMIT RENEWAL INSTRUCTIONS AND REQUIREMENTS

PLEASE READ ALL THE INFORMATION CAREFULLY TO ENSURE COMPLIANCE.

Renew Online from May 15, 2023 to June 30, 2023. Residential permits can be renewed **ONLY** online by visiting the Town's website - <https://www.greenwichct.gov>. The application renewal fee is \$ 35.00. A \$10.00 processing fee will be assessed to renew permit(s).

NOTE: THIS IS A MULTI-STEP PROCESS. PLEASE ALLOW 10-15 BUSINESS DAYS TO HAVE YOUR APPLICATION REVIEWED.

Once you have submitted your online application, you will receive subsequent email/s which confirm the status of your application (*approved or requires additional information*).

- **If your application is approved:** the email will contain instructions on how to pay online via credit card (*Visa, MasterCard Discover*).
- **If additional information is required:** the email will convey what corrective action/s is necessary. Once the correction/s are taken, resubmit the application to be reviewed.

After your application has been approved and paid, your permit will be mailed to you in a green window envelope. Your permit will be effective as of JULY 1, 2023.

PLEASE NOTE: Your current 2021 permit will expire on June 30, 2023. Renewal applicants of 2021 Residential permits are required to upload / provide car registration with name and address printed on the document. Each household is eligible to receive up to two (2) visitor passes.

IMPORTANT:

All outstanding parking citations must be settled / paid in full in order to renew a Residential permit.

If the name and address do NOT appear on the registration, OR the registration does NOT match the name and address listed on the application, OR the car is registered out of state:

The applicant **MUST** upload the car registration AND provide two proofs of address:

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).

Failure to supply documents which meet the criteria listed will result in the 2023 Residential parking permit being denied.

Your permit will be effective as of **JULY 1, 2023 thru JUNE 30, 2026**. Misuse and abuse of permit(s) / Visitor Passes, 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).

To renew your parking permit online:

- Visit <https://www.greenwichct.gov/576>
- **Click on Residential Parking Permit Renewal Instructions and Requirements**
- **Click on Submit your residential renewal request online**

Please contact us if you have decided NOT to renew your 2021 Residential permit, at parkingpermits@greenwichct.org. Be sure to include your name, zone number and sticker number.

Questions: email Parking Services at parkingpermits@greenwichct.org