

**THE MANHASSET PARK DISTRICT (MPD)**

(A NYS SPECIAL IMPROVEMENT DISTRICT)

62 MANHASSET AVENUE, MANHASSET, NY 11030

516-627-7711

MANHASSETPARKDISTRICT.ORG

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**INSTRUCTIONS FOR OBTAINING A MPD RESIDENT LIRR COMMUTER PARKING PERMIT**

**PERMITS ARE ONLY ISSUED:**

Monday thru Friday between the hours of 6a.m. to 3p.m. and  
the last Saturday of each month 8 a.m. to 11 a.m. at the MPD office.

**PERMITS ARE NOT ISSUED IN INCLEMENT WEATHER**

**When you apply for your permit at the MPD office, you must have the vehicle you are registering,  
the Required Documents, and a \$35.00 application fee.**

(Subject to Commissioner's Review).

**ALL REQUIRED DOCUMENTS MUST BE IN THE SAME NAME AND ADDRESS**

**1. Your CAR'S REGISTRATION-**

**The vehicle must be registered in the State of New York, within the MPD  
(boundaries) to the person providing proof of residency.**

Corporate leased vehicles assigned to the resident require:

- a. Letter on company letterhead stating that the commuter (by Name) resides at the residence (address required) with the MPD.
- b. This letter **MUST** include a full and complete description of the assigned vehicle (Year, Make, Color, Model, Plate, and V.I.N. – Vehicle Identification Number) on corporate letterhead, signed by an officer of the company, and **notarized**.

**2. Your DRIVER'S LICENSE -**

**Your NYS Driver's license must have the same name and address as registration.**

**3. Your PROOF OF RESIDENCY**

**MUST** be as recent as four (4) months

**A. One (1) of the following - Examples are:**

1. Town or School Tax Bill
2. Residential Lease Agreement
3. Deed

**OR**

**B. Two (2) different current utility bills -Examples are:**

1. PSEGLI
2. M.L.W.D. (water bill)
3. National Grid
4. Phone Bill
5. Voter's Registration Card

Only two (2) permits per residency will be issued. Cash and personal checks made payable to the Manhasset Park District are accepted. Credit cards are accepted but subject to fees (NO AMEX).

There will be a service charge of \$50.00 for returned checks.

**PARKING IS LIMITED (FIRST COME, FIRST SERVED BASIS) YOUR PERMIT DOES NOT  
GUARANTEE A PARKING SPACE, AND IS FOR RAILROAD COMMUTERS ONLY.  
SCHOOL AND LOCAL PARKING IS STRICTLY PROHIBITED BY LAW.**