

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING

OFFICE USE ONLY

PERMIT FEE:  PERMIT #1 \$35.00 PERMIT NUMBER \_\_\_\_\_  
 PERMIT #2 \$35.00 VOID NUMBER \_\_\_\_\_

MANHASSET PARK DISTRICT (MPD)

APPLICATION FOR RESIDENT AUTOMOBILE LIRR COMMUTER PARKING PERMIT

NOTE: EACH RESIDENCE IS LIMITED TO TWO PERMITS ONLY

Please print in ink or type. MPD employees may not complete this for you. All information must be provided. This application is to be filed in the MPD office and will only be used for MPD purposes.

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MID INITIAL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_, MANHASSET, NY 11030

HOME PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

MAKE OF VEHICLE: \_\_\_\_\_ MODEL OF VEHICLE: \_\_\_\_\_

YEAR OF VEHICLE: \_\_\_\_\_ COLOR OF VEHICLE: \_\_\_\_\_

LICENSE PLATE NUMBER: \_\_\_\_\_

I hereby apply for a Manhasset Park District (MPD) Resident Automobile Commuter Parking Permit and state that I am a resident of the MPD, that I permanently reside at the above address, and that the information given on this application and in support of this application is correct. I understand that the permit applied for will be void or revoked if I am not or do not remain a resident of the MPD. I agree that should the vehicle for which a permit is issued leaves my care, custody, control or possession or be registered to an address outside the MPD, that the permit is void and I shall remove and destroy said permit. I further understand and agree that it is my sole responsibility to make certain that the permit issued to me remains on my vehicle and fully visible and that the MPD cannot be responsible for lost, damaged, destroyed, or absent permits. In addition, to having the permit, I am aware that there is a daily fee charged for parking in the MPD facilities and that when I use said facilities I will purchase the applicable fee and properly display the fee on the dashboard of the vehicle

**THE COMMUTER PARKING PERMIT GRANTS THE UNDERSIGNED A REVOCABLE PERMIT TO USE THE MPD PARKING FACILITIES AND SUCH PERMIT MAY BE REVOKED AT ANY TIME IN THE SOLE DISCRETION OF THE BOARD OF COMMISSIONERS.**

I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSE STATEMENT IN THIS APPLICATION, BY ME, COULD CONSTITUTE THE MAKING OF A PUNISHABLE CLASS A MISDEMEANOR UNDER NEW YORK STATE PENAL LAW

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY PROOF SUBMITTED:

- |                                   |   |  |                                     |
|-----------------------------------|---|--|-------------------------------------|
| <input type="checkbox"/> LICENSE  | <input type="checkbox"/> REGISTRATION   | <input type="checkbox"/> NATIONAL GRID | <input type="checkbox"/> PSEGLI     |
| <input type="checkbox"/> TAX BILL | <input type="checkbox"/> LEASE          | <input type="checkbox"/> MLWD          | <input type="checkbox"/> PHONE BILL |
| <input type="checkbox"/> DEED     | <input type="checkbox"/> VOTERS ID CARD | <input type="checkbox"/> CABLE         | <input type="checkbox"/> OIL BILL   |

SUPPLEMENTAL PROOF SUBMITTED:

- MARRIAGE LICENSE  CHECK WITH BOTH NAMES  NOTARIZED CORPORATE LETTER

MPD EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**THE MANHASSET PARK DISTRICT ( MPD)**  
A NYS SPECIAL IMPROVEMENT DISTRICT  
**62 MANHASSET AVENUE, MANHASSET, NY 11030**  
**516-627-7711**  
**WEBSITE: MANHASSETPARKDISTRICTNY.GOV**  
**EMAIL: INFO@MANHASSETPARKDISTRICTNY.GOV**

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

When you apply for a permit at the MPD office, you must have the vehicle you are registering with you  
You must have all the Required Documents, in the same name and same address  
Only 2 permits per household are allowed, each permit costs \$35.00

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

**1: VEHICLE REGISTRATION**

The vehicle MUST be registered in NYS, within the MPD boundaries, to the person applying for the permit

***Corporate Leased Vehicles assigned to a resident require:***

*A notarized letter on company letterhead, signed by an officer of the company, stating that the commuter (by name) resides at the residence (address required) within the MPD. The letter MUST include Vehicle- Make, Model, Year, Color, Plate, and VIN.*

**2: DRIVERS LICENSE**

The driver's license must have the same name and address as the vehicle registration

**3: PROOF OF RESIDENCY**

Only these proofs are permitted, if you do not have the required proofs, you may appear at a Board of Commissioners meeting for consideration of an exception to the required documents

**A. ONE of the following:**

- 1 DEED
- 2 TAX BILL- TOWN/ SCHOOL/ VILLAGE
- 3 RESIDENTIAL LEASE

**OR**

**B: TWO of the following**

- 1 PSEGLI BILL
- 2 NATIONAL GRID BILL
- 3 MLWD BILL ( WATER)
- 4 CABLE BILL
- 5 PHONE BILL
- 6 OIL BILL
- 7 VOTERS REGISTRATION CARD

CASH AND PERSONAL CHECKS MADE PAYABLE TO THE MANHASSET PARK DISTRICT ARE ACCEPTED.  
CREDIT CARDS ARE ACCEPTED BY SUBJECT TO ADMINISTRATIVE FEES.  
**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 LIRR COMMUTERS ONLY  
SCHOOL AND LOCAL PARKING IS STRICTLY PROHIBITED