



## RESIDENTIAL PARKING PERMIT APPLICATION

VATS Acc.# \_\_\_\_\_

### Applicant Information

Date: \_\_\_\_\_ Street Address: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Apt #: \_\_\_\_\_  
First Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Affiliated NRZ:

### Required Documentation

1. Applicant must provide valid registration for each requested vehicle permit
2. Applicant must provide a **current** form of identification **AND** a **current** form of address verification

#### Proof of Identification

- CT Driver's License
- CT Issued Identification Card
- CT Social Services Assistance Card
- U.S. Passport
- U.S. Military Identification Card

#### Address Verification

- Previous month bill (Gas or Electric)
- Previous quarter MDC Water Bill
- Previous month Cable Bill
- Previous month mortgage statement
- Signed Lease

### Permit Processing and Fees

#### Processing:

1. Applications will be rejected if the applicant fails to provide required documentation, has outstanding parking citations and/or has City of Hartford debt.
2. Once all matters have been resolved in regards to a rejection and verified via paid receipts, the applicant may reapply.

#### Fees:

1. Each permit and/or pass costs \$25 per year and will be prorated to align with each NRZ permit renewal date.
2. Lost or stolen permits have one time replacement per year and will be recharged at the current cost.
3. Permit fees may be waived at the discretion of HPA if the applicant meets one of the following:
  - Deaf
  - Permanently and totally disabled and receiving SSA benefits
  - Permanently restricted to a wheelchair
  - Enrolled in DSS Temporary Family Assistance Program or State Assistance Administered Program
  - 65 or older and receives property tax relief
  - Owns a specially equipped vehicle to accommodate a handicapped passenger
  - Epileptic



Your Place for a Space™

### RESIDENTIAL PARKING PERMIT APPLICATION

## Vehicle Information

#### Vehicle #1

#### Vehicle #2

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Model: \_\_\_\_\_

VIN: \_\_\_\_\_

VIN: \_\_\_\_\_

Plate #: \_\_\_\_\_

Plate #: \_\_\_\_\_

Reg State: \_\_\_\_\_

Reg State: \_\_\_\_\_

#### PLEASE READ AND SIGN:

1. Permanent permit (sticker) must be placed on your vehicle's passenger side.
2. Visitor permits must be placed on the passenger's side (dashboard) and must be visible.
3. **If the windshield of the vehicle is dark tinted and the permit is not visible you will be subject to a parking citation.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

PLEASE DO NOT WRITE BELOW. FOR OFFICIAL USE ONLY.

Permit #1 \_\_\_\_\_

Permit #2 \_\_\_\_\_

Visitor Pass # \_\_\_\_\_

Completed by: \_\_\_\_\_

Other/Notes:

Checked Taxes? \_\_\_\_\_

\_\_\_\_\_

Checked Citations? \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

#### TRANSACTION NOTES:

CASH: \_\_\_\_\_

AMOUNT RECEIVED: \_\_\_\_\_

CHANGE GIVEN: \_\_\_\_\_

CHECK NO: \_\_\_\_\_

CREDIT CARD:

VISA / MC / DISC / AMEX

**Failure to renew will result in citations that must be paid prior to getting a new permit!**