



NEW YORK CITY HOUSING AUTHORITY
250 BROADWAY • NEW YORK, NY 10007

TEL: (212) 306-3000 • <http://nyc.gov/nycha>

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April 1, 2009

Re: **Development Parking Lots - Annual Permits**

Dear Parking Permit Applicant:

The New York City Housing Authority (NYCHA) is now accepting applications from both NYCHA residents and non-residents who are returning parking permit holders interested in obtaining a parking space in a NYCHA development parking lot, for the current parking year, from May 1, 2009 through April 30, 2010.

- Parking applications from NYCHA residents that are current parking permit holders postmarked **on or before April 30, 2009** will be given priority for a parking permit.
- The annual parking permit fees have remained the same as last year but were rounded (no pennies) to the nearest dollar.
- Please note that for all returning applicants, if you **do not apply by the deadline date**, or you have an outstanding parking fee balance from last year, your space may be assigned to someone else.
- **Parking applications for new applicants and non-resident applicants will be accepted beginning May 1, 2009.**

HOW TO OBTAIN A PARKING PERMIT APPLICATION:

You may obtain a Parking Permit Application at any NYCHA development management office or by visiting the Residents' Corner webpage on NYCHA's website at www.nyc.gov/residentscorner and clicking on the Resources Section, and then "Parking Permit Applications." You will be able to print a parking application, a schedule of fees and NYCHA's list of development parking lots.

COMPLETING A PARKING PERMIT APPLICATION:

- Complete and sign the Parking Permit Application (copy attached). Kindly keep a copy for your own records.
- Indicate the type of parking you are requesting, either reserved or non-reserved on the application.
- Indicate the correct fee from the fee schedule (see reverse). All fees for the entire year are due with this application, **except in the case of NYCHA residents who are requesting reserved parking, and may pay in two installments**. The first installment is due with the application. NYCHA will send a bill for the second payment, which is due by November 1, 2009.
- Include a Money Order or Bank Certified Check payable to NYCHA for the correct fee. Cash or personal checks will not be accepted.
- Attach a copy of the vehicle's current New York State Vehicle Registration.
- Attach a copy of the driver's valid Driver's License.
- Attach a copy of either a N.Y. City or N.Y. State Parking Permit for Persons with Disabilities, if applicable.

SUBMITTING A PARKING PERMIT APPLICATION:

Mail the Parking Permit Application, the appropriate fee and all requested documents to **NYCHA Parking Permit Control, P.O. Box 3422, New York, NY 10008**. Do not bring the completed application to a development management office. Applications for parking that are incomplete, missing documents or have the incorrect payment amount will not be processed and will be returned. If we cannot issue a Parking Permit at this time, you will be placed on a Waiting List and your money will be returned. Vehicles parked in NYCHA parking lots without a valid NYCHA Parking Permit will be ticketed and/or towed at the owner's expense.

If you have any questions call (212) 306-4322 during regular business hours.

Sincerely,

Parking Administrator

Attach.