

## **APPLICATION FOR HARDSHIP PARKING EXEMPTION** **UNDER CHAPTER 250 of the VILLAGE CODE**

Under the Ossining Village Code Section 250-29(D) "Any person who, being the owner or operator of a motor vehicle, has a need to park within the Village of Ossining between the hours of 3:00 a.m. and 6:00 a.m. at a property location where facilities for parking of his or her vehicle on the property are nonexistent or inadequate and for whom the strict enforcement of the provision of this section would constitute an extreme hardship...may apply to the Village for a hardship exemption from the strict enforcement of the provisions of this law."

**PLEASE TAKE NOTE:** The granting of a "hardship exemption" is not automatic and you must qualify for the exemption before a permanent sticker will be granted. This application, the supporting materials and available data will be carefully reviewed by the Village before a decision will be reached.

**CAUTION:** Applicants are reminded that they must comply with all statutes, laws, regulations and rules for the registration and operation of motor vehicles in NY State, including Vehicle and Traffic Law Section 250 providing 30-day time frame for registration of vehicles by individuals who become NYS residents, and Vehicle and Traffic Law Section 505 establishing a 10-day requirement for NY drivers to provide change of address to DMV.

VehicleOwner/OperatorName: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address with Inadequate Parking: \_\_\_\_\_

Check One: ☐ I reside or intend to reside at the premises shown above

☐ I am an out-of-area, non-permanent resident with a nexus or connection to the premises  
explain \_\_\_\_\_

Name of Owner/Landlord of Property: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Address of Owner/Landlord: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Apartments/Units on Property: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_ (Including driveway and garage) Number of vehicles presently parked on Property: \_\_\_\_\_

**Property Owner//Landlord Read and Sign:** I hereby certify that: (i) there are no parking spaces (either free or for lease) available on the above property; (ii) there is no area on the property to make additional parking spaces; and (iii) I do not rent parking spaces on this property to non-tenants of this property. I certify the information regarding the site is true and accurate and in accordance with assessment records.

**NOTICE: PURSUANT TO PENAL LAW SEC. 210.45, IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.**

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and title: \_\_\_\_\_

VEHICLE(S) DESCRIPTION:

1. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ VIN #: \_\_\_\_\_
2. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ VIN #: \_\_\_\_\_
3. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ VIN #: \_\_\_\_\_
4. If you have applied for an overnight hardship exemption for this or any other address before, please provide details: \_\_\_\_\_

**CHECK THE APPROPRIATE HARDSHIP CRITERIA FOR WHICH THIS EXEMPTION IS SOUGHT**

\_\_\_\_\_ I am a resident of the premises and no driveway or parking area is available (free or for rent) on the premises and there is no area on the premise where a driveway or parking area can be provided or constructed by the owner.

\_\_\_\_\_ A driveway or parking area exists on the premises, but due to the number of vehicles entitled to park on the premises, there is no room to park the Applicant's vehicle and there is no area on the premises where additional parking can be provided or constructed by the owner.

\_\_\_\_\_ The Applicant is physically handicapped and possesses either a "handicapped parking permit" authorized by law or vehicle displays "handicapped" license plates and the applicant's handicap prevents him/her from walking from a designated off street parking area to the premises.

\_\_\_\_\_ The applicant is required in writing by his/her employer to have a company vehicle and there is no off street parking provided or available for such vehicle on the premises (Attach copy of employer's letter).

\_\_\_\_\_ The applicant is a temporary occupant due to status as \_\_\_\_\_ (student, employee, multiple residences, etc.) and parking is not available on the premises (free or for rent) and/or there are already vehicles parking on the premises leaving no room for Applicant's vehicle. (Attach proof of temporary status such as proof of alternate residence, letter from employer or school)

\_\_\_\_\_ The Applicant, by virtue of his/her trade, employment or special training, is determined to be necessary for emergencies or life support, i.e., police, fire, ambulance, EMT, nurse, doctor, etc. whose vehicle must have immediate access to the public highways and no such access exists on the premises. This does not include vehicles commercially registered or primarily used for commercial purposes and is subject to the site inspection.

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***Applicant Read and Sign: I certify the information supplied by me is true and correct upon information and belief.***

***Applicant's Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

**NOTES: Please read and acknowledge that you understand by signing below**

- 1) The application fee of \$85.00 per vehicle is to offset/cover the cost of the application review and is not refundable if the hardship is denied.
- 2) No hardship will be granted to vehicles with GVW greater than 5000 lbs; a tractor or trailer; or vehicles primarily used for livery or commercial purposes regardless of weight.
- 3) Hardship Exemptions are reviewed on an individual basis and will not be granted unless the property and the applicant qualify under the applicable criteria and the law.
- 4) Exemption certificates are non-transferable to another vehicle and/or property address. Transfer of certificate will result in invalidation thereof.
- 5) The exemption is granted for the address indicated on the application.
- 6) Replacement of damaged stickers is subject to a \$25.00 fee. A portion of the damaged sticker must be returned to the Village (Finance Office).
- 7) Stickers must be permanently attached to the proper place on the vehicle or they will be considered invalid (Attach sticker to the inside of the rear passenger window on the driver's side of the vehicle).



(Inside Back Window of Drivers Side)

I acknowledge that I have read and understand the list above: \_\_\_\_\_

***DO NOT WRITE BELOW THIS LINE***

**FINANCE DEPRATMENT:** Date of Complete Application: \_\_\_\_\_ Initial -or- Renewal (circle one)

Temporary Sticker No. \_\_\_\_\_ Permanent Sticker Number: \_\_\_\_\_

**POLICE DEPARTMENT VERIFICATION:** Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: unpaid fines: \_\_\_\_\_ Invalid Registration or License \_\_\_\_\_ Other: \_\_\_\_\_

**BUILDING DEPARTMENT VERIFICATION:** Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Reason for Rejection: \_\_\_\_\_

Revised date 5/18/2022

**-VILLAGE OF OSSINING-**  
**Village Code Section 250-29**  
**HARDSHIP PARKING EXEMPTION GUIDANCE, INFORMATION**  
**-AND- INSTRUCTIONS FOR COMPLETING THE APPLICATION**

1. The applicant must be the owner/operator (lessee) of the vehicle for which the exemption is requested. Complete the entire application leaving NO ANSWERS BLANK. Incomplete applications or applications missing documents are subject to rejection and will not be processed. Return the application and any supporting materials by email to [HARDSHIPARKING@VILLAGEOFSSINING.ORG](mailto:HARDSHIPARKING@VILLAGEOFSSINING.ORG), mail or in person to the **Village Finance Office** at 16 Croton Avenue, Second Floor, Ossining, NY 10562 who will circulate the application for review and processing. Include with your application:
  - a. A copy of a valid vehicle registration for the vehicle (not a photo of the vehicle window-affixed sticker) that needs to be parked on the street between 3am and 6am;
  - b. A copy of your valid driver's license and one other form of proof of connection or nexus to the property for which you need the exemption (suggestions - school/employer's letter, lease, deed, mortgage statement, utility bill (water, gas, electric, cable), bank statement (be sure the documents are current). This additional document is needed to show why you have a nexus or connection to the property having inadequate off-street parking (e.g. you reside there, you are an employee there, you are temporarily staying there while you engage in a course of study, etc.). Please redact any private information as necessary from your document, such as social security numbers. You do not have to be a permanent resident at the property to qualify for the exemption. Each application is reviewed individually. We recognize that your circumstances may be unique. Include as much information as needed to review the hardship exemption application;
  - c. A non-refundable application fee of \$85.00 per vehicle. This is not a parking fee, instead it is collected to offset the expenses associated with the review and processing of this application. Make your check or money order payable to: "Village of Ossining". Cash accepted in person only. Do not mail cash. A 3% fee will be assessed on credit or debit cards payments.
2. A vehicle Owner/Operator may use one application to apply for more than one (1) vehicle at the same address for which there is inadequate off-street parking. If you are applying for more than one vehicle at the same address, the fee for the first vehicle is \$85.00, and \$85.00 for each additional vehicle. (e.g. fee for three cars is \$85+\$85+\$85=\$255.00)
3. Any outstanding/unpaid parking fines and penalties must be paid in full prior to submitting the application. If any of your unpaid fines are under judicial review, indicate on your application.
4. At a minimum, the application will be reviewed by the (a) Village of Ossining Police (checking validity of the drivers license, vehicle registration, outstanding fines, etc.), and (b) Village of Ossining Building Department (inspecting the property regarding the adequacy of off-street parking/need for the hardship exemption)

5. The applicant and the property owner (if different) must certify and sign the application where required. If you are a resident of an apartment or condo complex, you must obtain and provide letter (with a current date) from the management company confirming there is no parking available, either paid or free, for your vehicle. If you are a student, part-time resident, temporary assignment employee or other needing the exemption, please attach appropriate documents as evidence indicating this status.
6. Once you have filed a complete application with the Finance Office, you will be provided a temporary sticker (in person or by mail from the Finance Department) and you may park your vehicle in designated areas permitting overnight parking as if you had obtained the permanent sticker. You must adhere to all parking rules and regulations. Remember that there is no parking on any Village street between the hours of 3AM and 6AM without having obtained a Hardship Parking Exemption. It is your responsibility to ensure that you park your vehicle on the street lawfully. **IF YOU DO NOT SEE A SIGN PERMITTING OVERNIGHT PARKING, THEN DO NOT PARK IN THAT LOCATION BETWEEN THE HOURS OF 3AM – 6AM.**
7. The Hardship Exemption is not granted automatically upon submission of an application. The Hardship Exemption is not a right, but rather a privilege. A decision is reached on each application individually after a complete review of the application, including confirmation of the validity of your driving privileges, an inspection of the property in question, etc. While you are awaiting a decision on your eligibility for the Hardship Parking Exemption, you must display your temporary sticker on your vehicle, and if you park on the street between the hours of 3am and 6am, park only in areas where it is designated (e.g. be sure to check the Village Code/signs). If you were otherwise parked lawfully and you receive a summons in error, plead “not guilty” and return the summons to the Court in person or by mail. In addition make a copy of the summons and your vehicle registration and draft a note to the attention of the “Village Prosecutor” explaining that you are awaiting the permanent sticker and seeking dismissal “in the interest of justice”. Provide the note and the attachments to the Court at 86-88 Spring Street, Ossining, NY 10562. **ATTENTION: if you receive a summons for any other reason, such as parking in an improper area, YOU ARE RESPONSIBLE FOR THE SUMMONS. Please do not ignore a Summons issued to your vehicle; instead follow the instructions printed on the ticket.**
8. **Hardship Exemption stickers are specific to the vehicle having the registration number and address (with inadequate off-street parking) indicated on your application ONLY. They are NOT transferable. *Stickers must be permanently attached to the proper place on the vehicle or they will be considered invalid.***

XX. If you have any questions, please do not hesitate to contact Finance Office at (914) 941-2581.