

**VILLAGE OF PAWLING PARKING FACILITY
2021 RULES AND REGULATIONS FOR COMMUTER PARKING PERMITS**

1. The Village of Pawling Commuter Parking Facility is owned by Metro-North and operated and managed by the Village of Pawling.

2. In case of an **emergency** contact the **DUTCHESS COUNTY SHERIFF'S OFFICE** at **(845) 486-3800**.

3. Permits are valid only for customers at the Village of Pawling Commuter Parking Facility.

4. Hours of Operation: The Pawling Commuter Parking Facility is open 24 hours a day, 7 days a week.

5. **FREE, UNRESTRICTED PARKING** is available on weekends and on the following Village Holidays:

New Years Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Day After Thanksgiving Day

Christmas Day

YOU NEED NOT PAY FOR METERED PARKING, NOR DO YOU NEED A PERMIT TO PARK IN PERMIT SPACES ON THE ABOVE MENTIONED DAYS.

6. As a parking permit holder, you are not entitled to a reserved or guaranteed space. Designated parking areas are for permit holders only.

7. **PARKING FOR PERSONS WITH DISABILITIES:** Pursuant to the Americans with Disabilities Act, there are seven (7) spaces reserved for handicapped. There are both, permit and metered spaces available. These spaces are closest to the Village of Pawling Railroad Station. A separate application for handicapped spaces must be completed in addition to the standard permit application. Vehicles which are illegally parked in this area are subject to a summons or towing.

8. OVERNIGHT PARKING: If you must leave your car parked overnight at the parking facility, please **PARK YOUR CAR ALONG THE RAILROAD TRACKS PARALLEL TO MEMORIAL AVENUE**. This will assist the Village in snow clearing and removal. Failure to park in this area between November 1st and April 15th will result in a summons and possible towing at the owner's expense.

9. SNOW EMERGENCY AREAS: In the Village of Pawling Parking Facility there are spaces designated as "*Snow Emergency Areas*". These spaces may be used for permit parking unless the ground is covered with snow, or a snowstorm is forecast during the day. This policy is in effect to provide safe and effective snow removal, and is not intended to be punitive for permit holders. Every effort will be made before the a.m. *peak* hours to remove snow. To avoid receipt of a summons, possible relocation of your vehicle to another section of the facility, or possible towing, please observe this policy.

10. PLACEMENT OF PERMITS: Permits are to hang from the rear view mirror, in the direction so that it may be read from outside the vehicle through the windshield. Failure to place the permit in the appropriate position, will result in a summons issued by the Village of Pawling Police. First time violators of this rule will receive a warning citation.

11. WAITING LIST: The Village will maintain a waiting list for Metro-North customers who wish to obtain a permit but are unable due to an abundance of applicants. In order to be added to a waiting list, a customer must provide the Village of Pawling with their name, address and telephone number (home and work). Permits will be issued to people in the order that their name appears on the waiting list **REGARDLESS OF RESIDENCY**. This list will be available for inspection at the Village of Pawling. Please call for an appointment.

12. LOST OR STOLEN PERMITS: If a permit must be replaced because it has been lost or stolen, a replacement permit will be issued, upon filing a notarized affidavit, presentation of a police report (for stolen permit), and payment of an administrative fee of 10% of the total cost of the initial permit. Permits reported lost or stolen become void and may not be used at the Village of Pawling Parking Facility. Any person who knowingly files a false affidavit or who wrongfully acquires a parking permit shall be prosecuted to the fullest extent of the law and shall lose his/her privilege to park at the Pawling Facility. The owner of any vehicle displaying reported lost, or stolen permit is subjected to criminal charges.

13. A change in address or vehicle must be reported to the Village of Pawling Customer Service Office. **DO NOT ATTEMPT TO WRITE ON OR ALTER YOUR PERMIT IN ANY WAY.** It is unlawful to use an invalid parking permit. If a permit is altered or duplicated in any way, the holder of the original permit and the holder of the duplication will lose their permits, receive a summons, and permanently lose their privilege to purchase a permit for the Village of Pawling Parking Facility.

14. **REFUNDS:** If you no longer need your commuter parking permit for the Village of Pawling Parking Facility, refunds will be given on a pro-rata basis after an administrative fee of 10% of the total cost of the initial permit is paid to the Village of Pawling. Annual and semi-annual permit costs will be broken down by month. If a permit is returned during the first week of the month, a full refund for that month and every month through either June (for first half semi-annual permits) or December (for second half of semi-annual or annual permits) will be available. If a permit is returned after the first week of the month, the refund will begin from the following month through June or December with the exception of December. **NO REFUNDS WILL BE GRANTED DURING THE FIRST WEEK OF THE MONTH OF DECEMBER FOR THE MONTH OF DECEMBER.**

15. As a convenience to our customers, the Village of Pawling is offering an option to register two (2) cars on one (1) permit. This type of permit allows Metro-North customers with two cars to park either one **BUT NOT BOTH** at the station. Customers will receive **ONLY ONE PERMIT FOR BOTH VEHICLES.** The permit will display the license plate numbers on both cars registered. **THE PERMIT IS VALID FOR ONLY THOSE LICENSE PLATES THAT ARE REGISTERED ON THE PERMIT.** The permit is to be displayed in the car that is parked in the lot on any given day. The registration of a second car does not entitle a customer to park two cars at the station. If a customer wishes to park more than one care at the station, he/she must purchase an additional permit, or park the second car at a daily metered space.

16. Persons using the facility must park within one (1) space as designated by pavement markings or signs. Violators may have privileges revoked at the discretion of the operator.

17. All individuals using the parking facility must observe all posted rules, regulations and signs of the facility and also the directions of the operator and/or Metro-North Railroad.

18. **PERMIT RENEWAL:** Permits may be renewed by mail. Please inquire about details at the Village of Pawling Parking Customer Service Office, 9 Memorial Avenue, Pawling, NY 12564, (845) 855-1122 ext. 56.

19. Vehicles should be locked at all times with personal items secured. Any security or safety issues should be directed to the Dutchess County Sheriff's Office (845) 486-3800.

NEITHER THE VILLAGE OF PAWLING, NOR METRO-NORTH COMMUTER RAILROAD ARE RESPONSIBLE FOR THE THEFT OR ANY FORM OF VEHICLE DAMAGE WHILE A PATRON IS PARKED AT THE PAWLING PARKING FACILITY.

THE VILLAGE MAY REVOKE A PARKING PERMIT ISSUED TO AN INDIVIDUAL, CORPORATION, OR OTHER ENTITY WHICH HAS THREE OR MORE OUTSTANDING OR UNPAID PARKING VIOLATIONS ISSUED BY THE VILLAGE AGAINST THEM OR ANY VEHICLE REGISTERED IN THEIR NAME FOR WHICH A WARRANT OR NOTICE OF SUCH VIOLATION HAS BEEN MAILED BY OR ON BEHALF OF THE VILLAGE OF PAWLING.

IF YOU HAVE ANY QUESTIONS OR NEED ANY FURTHER INFORMATION, PLEASE CONTACT THE VILLAGE OF PAWLING PARKING OFFICE AT (845) 855-1122 EXT. 56.

THESE PARKING RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT THE DISCRETION OF METRO-NORTH RAILROAD AND THE VILLAGE OF PAWLING.

*THANK YOU FOR PARKING AT THE PAWLING STATION
AND FOR RIDING METRO-NORTH*