



**BOROUGH OF WEST CHESTER
PARKING SERVICES & ENFORCEMENT DEPARTMENT**

401 E. GAY ST.
WEST CHESTER PA 19380

APPLICATION FOR RESIDENTIAL & GUEST PARKING PERMIT
(PLEASE PRINT CLEARLY AND COMPLETE ALL AREAS)

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: (____) _____

ADDRESS: _____ PHONE: (____) _____

PA LICENSE PLATE #: _____ YEAR: _____ MAKE/MODEL: _____ COLOR: _____

PA LICENSE PLATE # (2): _____ YEAR: _____ MAKE/MODEL: _____ COLOR: _____

Residential Permit

Guest Permit

TYPE: RESIDENTIAL/NONRESIDENTIAL/BUSINESS

TYPE: RESIDENTIAL/PROFESSIONAL

REPLACEMENT(S):

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REPLACEMENT(S):

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REPLACEMENT(S):

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REPLACEMENT(S):

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(2) PROOFS OF RESIDENCE:

1 PA VEHICLE REGISTRATION
(Borough address required)

4 UTILITY BILL
Type: _____

2 PA DRIVERS LICENSE

5 FINANCIAL STATEMENT
Type: _____

3 RENT/LEASE RECEIPT

6 OTHER
Type: _____

Permit Regulations:

Residential Permits: Are nontransferable and must be placed on the *DRIVERS SIDE (PASSENGERS SEAT) WINDOW*, so that it is clearly visible to the Parking Enforcement Officers.

To buy a Residential Permit you must provide a valid PA registration in your name and two current proofs of residency.

Non-Residential Permits: Provide temporary parking for employees of businesses located in a residential permit area. (Specific Requirements Apply)

Business Permits: Are for use by contracted "service providers" temporarily working in a Residential Permit Parking Area. Business permits may not be used to provide daily parking or for individuals living or visiting a address in the Permit Area.

Guest Permits: Provide temporary parking for individuals visiting the registered address listed on this application and must be hung from the rear view mirror facing out at all times while vehicle is parked in a Permit Area.

Residential Guest Permits: To buy this permit you must provide two current proofs of residence and vehicle registration information.

A Guest Permit may not be used by the registered owner on any car owned or using, nor may it be used by anyone living at this address or living in the same Permit Area at another residence.

Guest Permit usage is restricted up to a two-week period and within two blocks of the registered address.

Professional Use Guest Permits: To buy this permit the business owner must provide proof of location in a Permit Area. (Specific Requirements Apply)

I understand that any "improper use" including counterfeiting, duplicating, or altering of any "Parking Permit" could result in fines, revocation of all permits, and my being charged under the appropriate criminal statute(s).

Fines may not be withdrawn due to "improper use" or display of Parking Permits.

Only the registered permit owner can submit a ticket for Administrative Review.

I swear that the information given above is correct and that I am eligible to purchase a "Parking Permit" as defined by Ord. #8-1978 of the Borough of West Chester.

SIGNATURE: _____

APPROVED BY: _____

DATE: _____

DATE: _____