

**2018 RULES AND REGULATIONS  
SOUTHEAST STATION PERMIT PARKING FACILITY  
2 INDEPENDENT WAY, BREWSTER NY 10509**

**FAILURE TO DISPLAY YOUR HANG TAG WILL RESULT IN A PARKING FINE.**  
**Please make sure your hang tag is displayed before you leave your vehicle.**

1. The Southeast Commuter Parking Facility is owned by Metro-North and operated and managed by the Town of Southeast.
2. In case of an **emergency**, contact the **Putnam County Sheriff's Office at 845-225-4300 or NYS Police at 845-279-6161.**
3. Permits are valid only for Metro-North customers at the Southeast Commuter Parking Facility.
4. HOURS OF OPERATION; The Southeast Parking Facility is open 24 hours a day, 7 days a week.
5. FREE, UNRESTRICTED PARKING is available on weekends and on the following Town Holidays:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Day after Thanksgiving
Presidents Day	Labor 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. PARKING FOR PERSONS WITH DISABILITIES: Pursuant to the Americans with Disabilities Act, there are twenty three (23) metered spaces reserved for handicapped parking. Those with **BOTH** a handicapped parking tag and a Southeast permit may park in metered handicapped space without paying the \$4.00 meter fee. If all metered spaces are occupied and you hold both tags you may park anywhere in the lot. **Illegally parked vehicles in the handicapped area are subject to a summons or towing.**
7. OVERNIGHT PARKING: If you must leave your car parked overnight at the parking facility, please **PARK YOUR CAR ON THE TRACKSIDE OF THE LOT.** This will assist the Town in snow clearing and removal. Failure to park in this area between December 1<sup>st</sup> and April 15<sup>th</sup> will result in a summons and possible towing at the owner's expense.
8. SNOW EMERGENCY AREAS: Along the west side of the Southeast Parking Facility 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 forecasted 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 to remove snow before the a.m. *peak* hours. To avoid a summons or impossible towing, please observe this policy.
9. METER PARKING: Meters are available for 16 hours. Meters currently cost \$4.00 per day. The meters accept **QUARTERS ONLY.** No time is registered on the meter until sixteen quarters (\$4.00) are deposited into the meter. Meters need not be fed on weekends and the above listed holidays.
10. PERMIT PARKING:
  - A. Permit parking is allowed only in non-metered areas. (See #6 for Handicapped rules)
  - B. The fees for permits are listed in the application for 2018 Permit Sales.
  - C. A **Teal** tag with **WHITE** license box indicates an ANNUAL PERMIT for all of 2018. A **RED** tag with **WHITE** license box indicates a SEMI-ANNUAL PERMIT for January 1, 2018 thru June 30, 2018. A **TEAL** tag with **WHITE** license plate box indicates a SEMI-ANNUAL PERMIT for July 1, 2018 thru December 31, 2018.
  - D. Customers registering two cars on their permit will have both registered license plate numbers listed on the permit.
  - E. Permits are not needed on weekends or the previous mentioned town holidays.
11. TOWN CODE:

Chapter 131, Vehicles and Traffic refers to manner in which one parks their car in the lot. Visit the Town of Southeast web site @ [www.southeast-ny.gov](http://www.southeast-ny.gov).

12. **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 Parking Enforcement Officer.
13. **WAITING LIST:** The Town 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 Town of Southeast Parking Administration Office 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 Town of Southeast Parking Administration Office.
14. **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 Southeast 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 privilege to park at the Southeast Facility. The owner of any vehicle displaying reported lost or stolen permit is subject to criminal charges.
15. A change in address or vehicle must be reported to the Town of Southeast Parking Administration 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 Southeast Parking Facility.
16. **REFUNDS:** If you no longer need your commuter parking permit for the Southeast Parking Facility, refunds will be given on a pro-rated basis after an administrative fee of 10% of the total cost of the initial permit is paid to the Town. 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.**
17. As a convenience to our customers, the Town of Southeast 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 of 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 car at the station, he must purchase an additional permit, or park the second car at a daily metered space. The cost to register two cars on one permit is in accordance with the fees designated on the application form and is subject to those fees regardless of residency. 2018 permits are **not transferable** to any other vehicle.
18. **PERMIT RENEWAL:** Permits may be renewed by mail or in person at the Town of Southeast Parking Administration Office, 1360 Route 22, Brewster, New York 10509, 845-279-7665.

**NEITHER THE TOWN OF SOUTHEAST NOR METRO-NORTH COMMUTER RAILROAD ARE RESPONSIBLE FOR THE THEFT OR ANY FORM OF VEHICLE DAMAGE WHILE A PATRON IS PARKED AT THE SOUTHEAST STATION PARKING FACILITY.**

**IF YOU HAVE ANY QUESTIONS OR IF YOU NEED ADDITIONAL INFORMATION, PLEASE CONTACT THE TOWN OF SOUTHEAST PARKING ADMINISTRATION OFFICE AT 845-279-7665 or [parkingadministrator@southeast-ny.gov](mailto:parkingadministrator@southeast-ny.gov).**

2018 PERMIT PARKING PROCEDURES ARE SUBJECT TO CHANGE

*THANK YOU FOR PARKING AT SOUTHEAST AND FOR RIDING METRO-NORTH*