

# 2012 RESIDENT PARK & TENNIS PASS APPLICATION INSTRUCTIONS

Resident Park and Tennis Pass application is for residents who have not previously applied for or activated passes since 2010 or before. Passes issued in 2009 and 2010 will be re-activated by completing application and including all required documents. Fees will be charged for lost passes

Park Passes are permanent and **must be re-activated** by proving residency every year

Senior passes are on a three year cycle currently 2011-2013 and **must be re-activated** by proving residency

Daily or Resident Park Passes are required from May 1 through October 31

Separate forms are available for Nannies and Caregivers of residents **with active passes**

## 1. Application form accepted by mail only prior to April 2, 2012

**Mail to:** Park Pass Office, P.O. Box 3003, Greenwich, CT 06830-3003

## 2. Mailed and walk-in applications accepted after April 2, 2012

New or re-issued Passes and Vehicle Decals **will not** be activated or issued at the counter

## 3. Please allow sufficient time to receive your new, re-issued Passes and Vehicle Decals in the mail

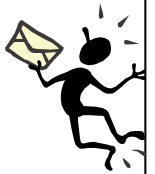
## 4. What to submit with signed application?

**Proof of Residence** (see #6 & #7 acceptable proof below)

**Vehicle Registration** (see #8 & #9 below)

**Payment** Check payable to 'Town of Greenwich' or exact cash amount. Credit cards are not accepted

**Return Envelope** addressed to your Greenwich residence only.



## 5. Who needs proof?

Residents born in or between **1900 - 1987**

## 6. How many proofs?

Two proofs for each resident born in or between **1900 - 1987**

Residents born **1988** or after only need to provide proofs if **head of household**

Residents born in or between **1900 - 1947** must submit **proof of age** in addition to proofs

## 7. What is acceptable proof? Copies of:

Driver's License / Residential Lease / Credit Card Bill / Bank Statement / Utility Bill / Cable Bill / DMV ID

**Please do not send any other documents as proofs**

Proofs of residence must be current, show resident name and reflect Greenwich residence



## 8. What do I need to get a Vehicle Decal?

An active Park Pass or submitted 2012 Park Pass Application form **and**

A **copy** of a valid DMV Vehicle Registration **or**

2010 Town of Greenwich Motor Vehicle Tax Bill with vehicle plate number pre-printed on bill

## 9. How much is the Vehicle Decal?

If vehicle tax paid to the Town of Greenwich - **FREE** (valid for Passenger or Combination plates only)

Taxes paid or Registration in **any other** town - \$100.00 per vehicle (Registration must be in active Park Pass holders name).

## 10. How much do I pay for my Pass?

Please refer to the Fee Chart on the 2012 Park Pass Application form

## 11. Lost passes will be reissued upon receipt of **lost pass fee in addition to the activation fee (see Fee Chart)**.

If pass is lost please write 'lost' next to the name and include the fee

## 12. Missing or incorrect documents will result in your application being returned and a delay in the activation process

Town of Greenwich  
Parks and Recreation  
Anti-discrimination Policy

It is the Town of Greenwich's policy to provide full, equal and nondiscriminatory access to its park facilities, beaches and recreation areas in accordance with applicable state and federal laws. The Town's park facilities, beaches and recreation areas are open to all Town residents and other members of the general public admitted thereto in accordance with, and subject to, applicable state and federal laws, and ordinances, and regulations promulgated by the Director of Parks and Recreation and the Selectmen. It is the policy of the Town of Greenwich that all Town ordinances, regulations, policies and rules with respect to the Town's park facilities, beaches and recreation areas are applied consistently without regard to race, creed, color, national origin, ancestry, sex, sexual orientation, marital status, lawful source of income, mental retardation, mental disability or physical disability, including but not limited to blindness or deafness or any other legally protected classification.