



**NEW YORK CITY HOUSING AUTHORITY**  
90 CHURCH STREET • NEW YORK, NY 10007

TEL: (212) 306-3000 • <http://nyc.gov/nycha>

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**MICHAEL P. KELLY**  
GENERAL MANAGER

April 1, 2011  
Re: **Development Parking Lots –Parking Letter**

Dear New Applicant:

The New York City Housing Authority (NYCHA) is now accepting applications from both NYCHA residents and the general public who are interested in obtaining a parking permit for a NYCHA Development parking lot space.

**If you are interested in obtaining a parking permit at a NYCHA development, attached are the following documents:**

- Parking Application
- A listing of developments with parking facilities
- The fee schedule

You can also obtain a Parking Permit Application at any NYCHA development management office or by visiting the NYCHA's website at [www.nyc.gov/nychaparking](http://www.nyc.gov/nychaparking)

**COMPLETING A PARKING PERMIT APPLICATION:**

- Complete and sign the Parking Permit Application. Kindly keep a copy for your own records.
- Include a Money Order or a Bank Certified Check payable to NYCHA based on the fee schedule.

**All fees for non-reserved and reserved parking are due in full with this application. Cash or personal checks will not be accepted.**

As part of your application, please be sure to include the following documents:

- Attach a copy of the vehicle's current New York State Vehicle Registration. **(For NYCHA residents: the vehicle must be registered to your development address in order to qualify for the reduced resident fee. If the vehicle is not registered to your current address, you will have to pay the non-resident fee).**
- Attach a copy of the driver's valid Driver's License.
- Attach a copy of either a New York City or New York State Parking Permit for Persons with Disabilities, if applicable.

Please mail the completed and signed application, along with all the above documents (the copy of the vehicle registration, the copy of the driver's license, copy of the New York City or New York State Parking Permit with disabilities) and your **full** payment to the following address:

**NYCHA Parking Permit Control**  
**P.O. Box 3775**  
**New York, NY 10008**

**Please do not take completed applications to a NYCHA development management office; they will not be processed. Please note that incomplete parking permit applications, or partial payments, or applications which have the incorrect payment amount or have unresolved outstanding fees from the prior year, will not be processed and will be returned.**

Vehicles parked in NYCHA parking lot spaces without a valid NYCHA Parking Permit will be ticketed and/or towed at the owner's expense.

If you should have any questions, please visit NYCHA's website at [www.nyc.gov/nychaparking](http://www.nyc.gov/nychaparking) or you can e-mail us at [Parking.Admin@nycha.nyc.gov](mailto:Parking.Admin@nycha.nyc.gov) or call (212) 306-4322 during regular business hours.

Sincerely,

Parking Administrator