



Resident Parking Pass Application

Instructions

Online submission instructions:

1. **Save this fillable form to your computer and then fill in the required information**
2. Create electronic images of all required documentation (see Part B) – For tenants
3. Attach the completed form and required documentation to an email and send it to parkingpass@georgina.ca
4. Allow up to 10 business days for the parking pass to be processed
5. Upon approval, a Resident Parking Pass will be emailed to you which you can print for your vehicle(s). If you indicate in the form below that you are not able to print the pass, it will be mailed to you.

Mail-in/Drop-off instructions:

If you would prefer to submit your application by mail or drop-off please do the following:

1. Complete and print this fillable form (can also be filled out by hand)
2. Print copies of all required documentation (see Part B) – For tenants
3. Place completed form and required documentation in an envelope addressed to:
Town of Georgina
26557 Civic Centre Rd., Keswick, ON L4P 3G1
4. Drop-off option: Follow steps 1 to 3 above and place in drop box located at the front door of the Town of Georgina Civic Centre located at:
26557 Civic Centre Rd., Keswick, ON L4P 3G1
5. The Town requires up to 10 business days (from receipt) to process the application
6. Upon approval, a Resident Parking Pass will be emailed to you which you can print for your vehicle(s). If you indicate in the form below that you are not able to print the pass it will be mailed to you.

Assistance: If you have any questions regarding this form, call 905-476-4301 or email parkingpass@georgina.ca

Important reminder: Save this filled out application to your computer and attach it with required documents when e-mailing it to parkingpass@georgina.ca. Thank you for completing your application.



GEORGINA

Part A: Contact, Property and Vehicle Information*

Legal first name:

Legal last name:

Phone number:

Email address:

Are you a resident of the Town of Georgina?* Yes No

Town of Georgina Property Address:

Street address (number and/or lot #):*

Apt. # (if applicable):

Town:

Postal Code:

If you are the owner of the property, please provide the last eight digits (numbers before the period on the property tax bill) of your property roll number located near the top left side of your tax bill.* Roll number:

Example: Roll number as shown on your property tax bill 1970 000 **02345600**.0000

Short (eight digit) roll number version: **02345600**

Provide the following information for each of your vehicles which are you seeking a pass (maximum four vehicles per household). Note: each vehicle requires a separate pass and is linked to the licence plate number of the vehicle (passes are not required for motorcycle).

Seniors and people who require a dedicated caregiver (personal support worker) may request a parking pass on behalf of the caregiver.

Do you have the ability to print the parking pass?* Yes No

If your answer is No, please provide your mailing address (if different from above).

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Vehicle information

No. of vehicles	Licence plate number	Caregiver's vehicle (Y/N)
1		
2		
3		
4		

*Please see an example below for the vehicle permit number.

Part B: Documentation Checklist

Scan or take pictures of the below mentioned documents and attach to your application for review.

Parking Pass requirements for Tenants:*

Copy of lease agreements OR copy of the utility bill showing your name and municipal address

Part C: Declaration*

I hereby declare all the information provided is true to my knowledge

Note: Personal information is being collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, as amended, for the purposes of reviewing this application. Questions regarding the collection of personal information should be directed to the Town of Georgina, 26557 Civic Centre Rd., Keswick, ON L4P 3G1, Tel: 905-476-4301 Clerk's Division.

Important reminder: Save this filled out application to your computer and attach it with required documents when e-mailing it to parkingpass@georgina.ca. Thank you for completing your application.