



# Application for Tenant Parking Permit

Shepherdstown Police Department  
104 North King St  
PO Box 237 (mailing)  
Shepherdstown, WV 25443

To apply for a Tenant Parking Permit, please complete this application. These are for buildings that are within the Town boundaries. You may purchase permits for up to two vehicles per residence. Renewals are September 1 - 30. Applications must be made in person, with a copy of the current lease. In addition, your landlord needs to have filed a Landlord Validation Form. Refer to [Tenant Parking Regulations](#).

**Tenant's name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Vehicle #1 – the cost: for one year \$25**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

(Vehicle #1)

**Print Name:** \_\_\_\_\_

**Vehicle #2 – the cost: for one year \$75**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

(Vehicle #2)

**Print Name:** \_\_\_\_\_

For Office Use:

Comments
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Fee Paid
Date Paid