

Sears Park -- Stickers

RESIDENCY CRITERIA

RESIDENT RESPONSIBILITY:

- It is the East Hampton resident's responsibility to produce the proper documentation (not the responsibility of Town staff selling the stickers).
- If the customer's documents do not completely fit Criteria #1 (below), they need to provide the additional documentation applicable to their situation. **All customers must produce (at minimum) the items in Criteria #1.**

1. For each Vehicle AND Vessel:

Customer needs to provide:

- a. State of Connecticut issued DMV Registration(s) in person's name showing residency in East Hampton, CT.



ISSUE STICKER

2. For Vehicle & Vessel NOT registered in E.Hampton (i.e. seasonal resident):

Customer needs to provide:

- a. Tax bill from Tax Collector or Assessor's Card matching name on DMV paperwork, verifying residency in East Hampton, CT.



ISSUE STICKER

with DMV Registration(s) in **#1**

3. Vehicle leased in Company/Corporation Name (instead of in customer's name):

Customer needs to provide:

- a. Tax bill from Tax Collector or Assessor's Card matching name on DMV paperwork, verifying residency in East Hampton, CT.
- b. Driver's License or piece of mail confirming Customer Name & residency in East Hampton, CT.



ISSUE STICKER

with DMV Registration(s) in **#1**

4. Seasonal Resident and/or Renter who cannot produce a tax bill to verify residency:

Customer needs to provide:

- a. Copy of agreement from landlord or campground owner whose property is in East Hampton, CT.
- b. Piece of mail with Customer's Name & E.Hampton address on it



ISSUE STICKER

with DMV Registration(s) in **#1**

5. Customer who can prove residency, & the boat is not theirs (BUT claims that we have given them a sticker in the past):

Customer needs to provide:

- a. Documentation from the above list that best fits customer's situation.
- b. Last year's sticker off of boat with the same CT registration #s.



ISSUE STICKER

with DMV Registration(s) in **#1**

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SALES GUIDELINES & INSTRUCTIONS

Who NEEDS "Parking" and/or "Boat" stickers?

Parking Sticker:

1. All vehicles that plan to use, park vehicles, and/or launch boats in Sears Park.
2. Exceptions to Parking Sticker:
 - Dropping off people or children
 - Cars just staying while children are in swimming lessons
 - Patrons playing tennis can park off Sears Place while using tennis court

Boat Sticker:

1. When a vehicle is towing a boat on a trailer with or without power, BOTH stickers are required (one for the towing vehicle and one for the boat).
2. Exceptions to Boat Sticker:
 - When a vehicle is carrying a non-motorized boat on top of the vehicle, only the Parking Sticker is required for the vehicle. This type of boat does not require a Boat Sticker.

Who CANNOT get a Sears Park Sticker?

1. A customer who cannot prove they are an East Hampton Resident (see Resident Criteria #4)
2. Boats that cannot be verified by one of the above criteria (see Resident Criteria #5)

PRICING: (pricing is set by Town Council each year)

\$50 Boat or Jet-ski Sticker (each boat and/or jet-ski needs its own sticker)

\$50 Boat for Youth and Student Organizations

SALES PROCEDURES:

1. Town Staff must **PHYSICALLY CHECK** vehicle and vessel registration (resident must provide registrations).
2. If vehicle or boat is registered in another town, Town Staff must **CHECK** supporting documentation.
3. Town Staff must **WRITE** the License Plate and Vehicle Registration numbers on the stickers.
 - peel back the parking sticker to write (i.e. JX 345)
 - print directly onto the boat sticker (i.e. CT121212122)
4. Town Staff must **COLLECT** fees and **WRITE** "Sears Park Sticker" in memo area of the check. Have checks made payable to Town of East Hampton.
5. **DISTRIBUTE** "Rules" packet to all sticker recipients.

RECORDS:

We **no longer keep** data on the individuals purchasing stickers. Satellite offices selling stickers may keep a log for their records. At the end of the season, the Accounting Department will audit your collected revenue against your remaining unsold stickers. If you do choose to keep logs, they are for your records only (do not forward them to Accounting or Parks and Recreation).

Any questions about sales and/or problems, call the Parks & Recreation Office (267-7300) or ask your supervisor. If you cannot reach Ruth or Shawn, use your own judgment in selling the stickers. Every situation is different. Sometimes we each learn as we go. Remember, our objective is for **consistent and courteous customer service**.