



Village of Southampton

23 MAIN STREET
SOUTHAMPTON, NEW YORK 11968-4899

Phone: (631) 283-0247
Fax: (631) 283-4990
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VILLAGE ADMINISTRATOR

SCOTT A. RUSSELL

SENIOR BUILDING INSPECTOR

CHRISTOPHER M. TALBOT

VILLAGE CLERK

CATHY M. SWEENEY

VILLAGE ATTORNEY

EILEEN A. POWERS, ESQ.

MAYOR

WILLIAM M. MANGER, JR.

TRUSTEES

ROBERT COBURN

EDWARD SIMIONI

ROY STEVENSON

LEONARD ZINNANTI

Memorandum for: _____ Residence

Subject: Exception to Parking Approval

Date: _____

Permission has been granted to authorize additional parking as follows:

Date of Event: _____ **Time:** _____

Location: _____

Point of Contact (Name and Telephone): _____

For safety and emergency personnel access, advise invited guests parking is authorized on
ONE SIDE OF STREET ONLY – NOT TO EXCEED “ _____ ” VEHICLES

Southampton Village Police Department has been notified of this event.

It is recommended to have this letter displayed on the vehicle's dashboard during your scheduled affair.

Parking restrictions will be waived for the duration of the approved parking letter.

Kind Regards,

Cathy M. Sweeney
Village Clerk
Incorporated Village of Southampton
23 Main Street
Southampton, NY 11968
631.283.0247 Ext. 328
631.332.1050 mobile

Cc: Chief of Police