



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

UNLICENSED VEHICLE STORAGE PERMIT

HELPFUL INFORMATION:

- Not more than one vehicle per property is permitted and must be a passenger vehicle
- No permit shall be issued if there is an off-street parking deficiency
- Vehicle cannot be stored in any required parking space or block maneuvering space
- Vehicle must be owned by a resident of the property and proof provided
- VIN # is required
- Vehicle must be covered with a commercial fitted car tarpaulin
- Permit is valid for 6 months and renewable with a new permit

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed application (attached)
- ✓ Instrument survey map showing proposed storage location (example attached)
- ✓ \$25 fee (checks or money orders only made payable to “City Treasurer”)

HOW TO SUBMIT:

- Email: zoning@cityofrochester.gov.
- In person Monday, Wednesday, Friday 9am – 4pm
- **Closed to walk-ins Tuesdays and Thursdays**
- Drop box: located in the lobby of the A Building at City Hall (check or money order)
- Mail: The Bureau of Zoning & Permitting (included check or money order)
30 Church Street, Room 121B
Rochester, NY 14614

If you have any questions, email: zoning@cityofrochester.gov or call (585) 428-7043.
Incomplete applications will be returned. Thank you.





City of Rochester

Neighborhood and Business Development
City Hall Room 125, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

Bureau of Buildings
and Zoning

UNLICENSED VEHICLE STORAGE

(All applicable sections must be completed before submitting this form)

General property information:

ADDRESS OF YOUR REQUEST: _____

PROPERTY OWNER OR AGENT'S PHONE NUMBER: _____

Applicant information:

YOUR NAME: _____ YOUR PHONE NUMBER: _____
(not a company name)

YOUR MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

YOUR EMAIL ADDRESS: _____

YOU MUST HAVE THE FOLLOWING FOR SUBMISSION:

Did you provide the instrument survey showing proposed location? YES NO

Will the vehicle be covered with a fitted car tarpaulin? YES NO

Did you provide proof of your residency at the location will the vehicle will be stored? YES NO

Provide Vehicle Description (make, model, year): _____

Provide VIN # : _____

YOUR SIGNATURE: _____ DATE: _____ Phone: _____

