

## Towing Permit Requirements:

1. Application;
2. Signed Statement; and
3. \$1,000 permit fee payable to the Village of Monroe.

If you need assistance to complete the application, please contact Chief Conklin at 782-8644.

TOWING FIRM OPERATORS LICENSE  
APPLICATION

I, the undersigned, do hereby make application to operate a towing agency on the rotating tow lists summoned by the Village of Monroe Police Department, pursuant to ordinances of the Village of Monroe and any amendments thereto:

- 1. Name: \_\_\_\_\_
- 2. DBA: \_\_\_\_\_
- 3. Business Address: \_\_\_\_\_
- 4. Business Phone: \_\_\_\_\_ 24 Hour number \_\_\_\_\_
- 1. Home Address \_\_\_\_\_
- 2. Date of Birth \_\_\_\_\_
- 3. NYS Drivers License Client ID Number \_\_\_\_\_
- 4. NYS Repair Shop License # \_\_\_\_\_ Expiration \_\_\_\_\_
  
- 5. If the applicant is a corporation, give the names and addresses of all individuals with a financial interest in the applicants business, including but not limited to partners, shareholders and principals, and names and home addresses of directors and officers of any corporate applicant.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 6. Number of years experience in the towing of motor vehicles \_\_\_\_\_
- 7. Number of trucks to be operated (include heavy duty) \_\_\_\_\_  
*You must include copies of all current registrations and valid proof of insurance with this application for all vehicles operated*

12. I have attached copies of valid driver licenses for every driver employed by me for the purposes of towing for the Village of Monroe. I also state that every driver holds a valid license and is qualified to operate a tow vehicle and will only operate vehicles which they are licensed and trained to operate. I also understand that I will forward copies of licenses of any new drivers to the police department prior to them towing for the Village of Monroe rotational list. \_\_\_\_\_  
*initial*

ANY FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE NEW YORK STATE PENAL LAW.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

I, \_\_\_\_\_, DBA, \_\_\_\_\_,

Address, \_\_\_\_\_,

State the following:

8. I am aware of the Village of Monroe Towing Law and am aware of the policy of the Village of Monroe Police Department in regard to the rotating tow list now established.
9. I will comply with the terms and conditions as set forth in this law and will comply with any amended policies and procedures announced by the Village of Monroe.
10. I will make available to the Chief of Police or his designee any tow, storage, or invoices upon request.
11. A corporate officer or principal shall attend a meeting if called by the Chief of Police to discuss relevant towing issues if necessary.
12. I understand that this ordinance will run through the calendar year, January 1<sup>st</sup> to December 31<sup>st</sup>, each and every year. This check must accompany this application and be payable to the Village of Monroe.

**THE COMPLETED APPLICATION AND ALL ASSOCIATED PAPERWORK  
MUST BE RECEIVED BY THE MONROE VILLAGE CLERK NO LATER  
THAN DECEMBER 31<sup>st</sup> PRIOR TO THE YEAR YOU ARE APPLYING FOR**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date