

## **Towing Permit Requirements:**

- 1. Application**
- 2. Signed Statement; and**
- 3. \$1100.00 permit fee payable to the Village of Monroe**

**If you need any assistance to complete the application, please contact Officer Steve Dunn 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: \_\_\_\_\_
5. Home Address: \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. NYS Driver's License Client ID Number: \_\_\_\_\_
8. NYS Repair Shop License #: \_\_\_\_\_ Expiration \_\_\_\_\_
9. 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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Number of years' experience in towing motor vehicles: \_\_\_\_\_
11. 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:

13. I am aware of the Village of Monroe Towing Law and am aware of the policy of the Village of Monroe Department in regard to the rotating tow list now established.
14. 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.
15. I will make available to the Chief of Police or his designee any tow, storage, or invoices upon request.
16. A corporate officer or principal shall attend a meeting if called by the Chief of Police to discuss relevant towing issues if necessary.
17. 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