



**BOARD OF TRUSTEES**  
OF THE FREEHOLDERS AND COMMONALTY OF THE  
TOWN OF SOUTHAMPTON

## Trustees ePermitting Instructions

### 4x4, Boat Ramp and/or Lake Agawam Parking Permit Instructions for NEW and RENEWAL Permits

**\*NEW:** If you have never had a permit or if your vehicle/license plate has changed since your last permit.

**\*RENEWAL:** If you have had a permit and your vehicle/license plate has NOT changed.

Please have the following documents completed and saved to your computer before you continue:

- **Proof of Residency** (see below)
- **Vehicle Registration** (see below)

#### Resident/Taxpayer Residency Requirements:

- **Current VEHICLE registration** (name on the vehicle registration must match proof of residency)
  - \* If the registration is in a business name or corporation, please provide us with a credit card with the resident's name and the business name, a check with the resident's name and the business name or a notarized letter on the business letterhead giving the resident permission to use the company's vehicle.
  - \* If you have a temporary registration, provide a copy of the temporary registration and a copy of your current vehicle insurance.
- **Please provide ONE of the following residency requirements:**
  - Driver's license with a Town of Southampton Street Address
  - A current tax bill with the applicant's name listed in the owner's box
    - \* If the tax bill is in a corporation or LLC, please supply Articles of Incorporation or LLC documentation
    - \* If the tax bill is in your spouse's name, please include a copy of your marriage certificate
  - Three (3) utility bills service to a street address in the township
    - \* One current, one from six months ago, and one from a year ago

#### Senior Citizen Requirements:

- In addition to the above residency requirements, proof of age is required for persons 62 and older.

#### Active Duty/Veteran Requirements:

- Active Duty ID Card
- Veterans ID Card
- DD Form 214
- Tax Bill with Veterans Exemption

#### Non-Resident:

- Valid **VEHICLE** registration

**Non-US Citizen/Temporary Visitors:** Temporary Visitor Status for Non-US citizens must be valid on New York State Driver's License.

### HOW TO OBTAIN REQUIRED DOCUMENTS:

You can find your **CURRENT VEHICLE REGISTRATION** on the MyDMV Website, linked here: <https://dmv.ny.gov/mydmv/mydmv>

You can view your **CURRENT TAX BILL** on the Property Tax Payment Portal, linked here: <https://etax.southamptontownny.gov>

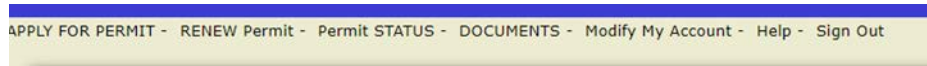
1. Scan in or take a photo of your "Proof of Residency" and your "vehicle registration" (see above).
2. Navigate to <https://epermits.southamptontownny.gov> and choose: **TRUSTEES PERMITS**
3. **LOGGING IN:** Many users already have emails registered with the town. To ensure you are logging in with the account you have previously done business with, please click on **Forgot your account or password? Click Here to reset** under the log in button, and enter in your email to verify. If there is an account on file, an email will be sent immediately with your username and password. (To edit your password, click "Modify My Account" once logged in.) If not, create a New Account.



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- 4. **NEW:** Select your application type in the dropdown. Some permits allow you to add additional permit types so you can process more than one at a time. Select all applicable permit types. Click **NEXT STEP**.

**RENEWALS:** Click on the RENEW Permit menu



- 5. **NEW:** Choose the type of Permit (Lake Agawam ex: Non Resident -or- Resident) OR (4x4/Boat Ramp ex: Resident -or- Senior) and click **NEXT STEP**.

\*You will be prompted to choose the type for each permit if there is more than one permit

**RENEWALS:** If you have any expired renewals you will see them listed here. In the case below, there are 2 4x4 and 1 Boat Ramp

Permits by Names					
Select Permit	Permit Type		Application Number	Application Date	Expiration Date
<a href="#">Select</a>	Boat Ramp	RA170920	AN172278	9/13/2017	12/31/2017
<a href="#">Select</a>	4 x 4	FF173274	AN172279	9/13/2017	12/31/2017
<a href="#">Select</a>	4 x 4	FF173275	AN172284	10/10/2017	8/31/2017

Click **SELECT** next to the permit you would like to Renew.

**6. UPLOAD YOUR DOCUMENTS**

- a. Choose the appropriate Document type (**\*Proof of Residency**)
- b. Click **Browse** and navigate to the application you saved to your computer in Step #1
- c. After you see the path of the document in the Document Location, click **Add Document**
- d. Follow the above steps for the **\*Vehicle Registration**
- e. Click **Next Step**

- 7. Next you can review the Application and Convenience Fees associated with your order.

**TRUSTEES OFFICE**

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8. Next enter credit card info and review payment info.
9. Check box at bottom to the left of [“All of the information is correct. Process my application.”](#)
10. Click [Process](#).
11. You will receive an email with your Application # and receipt.
12. The Trustees Office will review your application and either reach out to you for more/missing information or process and mail your permit.