



LIVERY BASE OFF STREET PARKING REQUIREMENTS

Please visit our website for more information at: www.nyc.gov/tlc, or our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

All New, Renewal and Relocating Livery Bases must provide evidence of sufficient Off Street Parking (OSP).

OSP must be provided for one-half of the vehicles affiliated to the base. For example, if the base has 20 affiliated vehicles, the base must provide off-street parking with 10 spaces.

The OSP must be in a location zoned for the operation of a parking facility.

A formal lease agreement or contract for the OSP must be presented with your application; an affidavit will not be accepted.

The lease or contract must include **all** of the following items:

- Date the contract was initiated.
- Address and contact information for the facility.
- Total # of spaces being leased.
- Start and expiration date of the contract.
- Name (type written), title, signature and contact information of all parties involved.

Misrepresentations of any kind will be grounds for denial of your base license application.