

General Information

December 2017

Dear Permit Holder:

In 2018 the Township will tighten the requirements for purchasing off-street parking permits.

In order to obtain a permit, please submit the following with application:

- ◆ **A copy of the vehicle registration and insurance card.**
- ◆ **A recent copy of a utility bill or piece of official mail.**
- ◆ Additional proof of residency information and notarized certifications will be required for any exceptions to the above requirements.

Parking permit fees for 2018 are as follows:

| <u>Type</u> | <u>First Vehicle Per Household</u> | <u>Each Additional Vehicle Per Household</u> |
|----------------------|--|--|
| Annual Commuter | \$620.00 | \$680.00 |
| Semi-Annual Commuter | \$455.00 | \$505.00 |

- ◆ All applications must include copies of the documents noted above
- ◆ Incomplete applications will not be accepted or processed and will be returned to sender
- ◆ Applicants may pay online using this form; see link next to "Signature of Applicant" on next page
- ◆ If paying by check, include the required documents, check, and completed application
- ◆ Make checks payable to "Township of Millburn"; Enclose a self-addressed stamped return envelope
- ◆ Mail completed applications to: Tax Collector, 375 Millburn Avenue, Millburn, NJ 07041 or place in Drop Box located outside of Millburn Town Hall

All permits will be mailed back to applicant. Permits will not be issued in person. THERE ARE NO REFUNDS.

An "in transit" permit will be issued for new residents to begin commuting immediately.

The grace period for 2017 permit holders will expire on January 15, 2018. Vehicles parked with a 2017 parking permit will be in violation after January 15, 2018 and subject to summons.

If you have any questions or require additional information concerning the requirements for purchasing a parking permit, please feel free to contact our office. The Tax Collector's Office can be reached at (973) 564-7084.

Office of the Tax Collector
Millburn Township

APPLICATION ON NEXT PAGE

COMMUTER PARKING PERMIT APPLICATION

**Purchase of a Commuter Permit does not guarantee a space.*

LAST NAME _____ FIRST NAME _____

ADDRESS _____ CITY _____ ZIP _____

MAKE OF CAR _____ YEAR _____

LICENSE PLATE NO. _____ COLOR OF CAR _____ CELL PHONE # _____

TYPE OF PERMIT (CHECK ONE)

EMAIL: _____

| <u>Type</u> | <u>First Vehicle Per Household</u> | <u>Each Additional Vehicle Per Household</u> | <u>Total Fees</u> |
|----------------------|--|--|-------------------|
| Annual Commuter | \$620.00 | \$680.00 | |
| Semi-Annual Commuter | \$455.00 | \$505.00 | |

Has a 2018 parking permit been issued to any other vehicles or persons at the address listed above?
_____ YES _____ NO

In order to obtain a commuter parking permit, please submit the following with application (prompted after hitting submit on the application):

- ◆ **A copy of the vehicle registration and insurance card (issued to Township address)**
- ◆ **A recent utility bill or official piece of mail**
- ◆ Incomplete applications will not be accepted or processed and will be returned to sender
- ◆ Applicants may pay online using this form; see link next to "Signature of Applicant" below
- ◆ If paying by check, include the required documents, check, and completed application
- ◆ Make checks payable to "Township of Millburn"; Enclose a self-addressed stamped return envelope
- ◆ Mail completed applications to: Tax Collector, 375 Millburn Avenue, Millburn, NJ 07041 or place in Drop Box located outside of Millburn Town Hall
- ◆ **All permits will be mailed back to applicant. Permits will not be issued in person. PERMITS ARE NON-REFUNDABLE.**

- I hereby apply for a permit to park the above-designated car, owned by me, in permit-only areas of Municipal parking lots subject to the time, limitations and other regulations applicable to each particular lot.
- Please note that the sticker is only valid for the above vehicle.
- **If vehicle is sold, traded on a new car, or license plate number changes, the unexpired sticker must be transferred to the new vehicle. The sticker must be removed from the car and returned to our office before new stickers will be issued.** The vehicle registration and insurance card must accompany the transfer request.
- I hereby certify that the above information is true and correct under the penalty of law and that the permit will be used only for the car described above.

SIGNATURE OF APPLICANT

DO NOT WRITE BELOW THIS LINE.

PROOF OF RESIDENCY SHOWN:

DATE ISSUED _____

VEHICLE REGISTRATION _____

ISSUED BY _____

INSURANCE CARD _____

FEE PAID _____

DRIVER'S LICENSE _____

PERMIT NO. _____

DEED/LEASE/BILL _____