



# Borough of Chatham

54 Fairmount Avenue

Chatham, New Jersey 07928

## Business/Tenant Parking Permit Application

(PLEASE PRINT)

Date Applied \_\_\_\_\_

Business Owner  Employee  Tenant  Center Street Lot  Bowers Lane Lot

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cellular Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

	Make	Year	Color	License Plate	State
Vehicle #1					
Vehicle #2					
Vehicle #3					

(All business owner/employee vehicle's that may display the business permit must be listed. If there are more than three vehicles, please list the remaining vehicles on a separate piece of paper and submit it with the application).

### Business Information, (If applicable)

Name of Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Business \_\_\_\_\_

**In applying for a parking permit to park my vehicle(s) in the Chatham Borough municipal parking lots, I hereby state that I have read and understand the rules and regulations on the reverse side of this application. I further agree to comply with all parking rules and regulations. I also understand that if any of the information that I have listed on this form is false, the Business/Tenant permit will be revoked immediately.**

**In addition, I understand that I could be charged with a violation of N.J.S. 2C:28-3(b)2. A person commits a disorderly persons offense if, with purpose to mislead a public servant in performing his/her function, they purposely create a false impression in a written application for any pecuniary or other benefit, by omitting information to prevent statements therein from being misleading.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Accepted Documents

(Check all that apply)

- NJ Driver's License
- NJ Vehicle Registration **(Required)**
- Vehicle Insurance Card **(Required)**
- Utility Bill (Electric, Gas, Telephone, Water or Cable) **(Required)**

**FOR OFFICE USE ONLY**

Amount Paid \_\_\_\_\_

Cash

Check # \_\_\_\_\_

Permit # \_\_\_\_\_

Date Issued \_\_\_\_\_

Received By \_\_\_\_\_

Approved  Denied

**Current Business/Tenant Parking Permit Holders (Bowers and Center Street Lots)**

Permits will be issued annually for 1 year term (January-December). In early November, business/tenants who already possess a permit or permits will receive either by mail or email the application (**Appendix #2**) for the upcoming year along with a letter explaining the renewal process with an established return date. Failing to return the application and required documents can result in the loss of the permit.

Regardless of whether the permit is issued to a single vehicle or is going to be used by multiple vehicles, a copy of the registration and insurance card for each vehicle must be included with the application.

Your completed and signed application, (no copied, scanned or emailed applications will be accepted or processed), required documents, your payment and a self-addressed stamped envelope can be mailed to the Municipal Building located at 54 Fairmount Avenue, Chatham, New Jersey, 07928, to the attention of the Utilities Clerk. The completed documents can also be returned in person during normal business hours in the Finance Office located on the Main Level, room 205 of the Municipal Building at 54 Fairmount Avenue, Chatham, New Jersey, 07928.

Once all the documents have been received, they will be forwarded to the Parking Enforcement Officer who will review and verify the documents. If the documentation is incomplete, the documents will be returned to the applicant along with a letter explaining what needs to be corrected or added.

The completed documents will be forwarded to the Chief of Police or his/her designee for approval and the new yearly sticker will be mailed out.

**Method of Payment**

The Borough does not accept credit or debt cards, payment accepted by cash or by check only. If you are paying by check, please make it payable to the "Borough of Chatham".

**Display Permit**

Permits are to be hung from the rear view mirror, facing outward. No exceptions.

The business/tenant parking permits are not transferable. The Borough will issue a refund provided that the permit is returned within (30) days of the date of ineligibility. The date of ineligibility shall be defined as the latter of (1) first date that the change is effectual. (2) the date that the permit holder has signed and returned the parking refund request form (Appendix #6). No refund will be issued if the permit holder does not return the permit or comply with the above stated time period.

## **Obtaining a Business/Tenant Parking Permits (Bowers and Center Street Lots)**

Individuals wishing to apply for business/tenant permits can either pick up an application (**Appendix #2**) on the Main Level, room 205, of the Municipal Building at 54 Fairmount Avenue, Chatham, New Jersey, 07928, have one mailed or emailed to them or download the application from the Parking link of the Chatham Borough website. ([www.chathamborough.org](http://www.chathamborough.org))

Permits will be issued annually for 1 year term (January-December).

Regardless of whether the permit is issued to a single vehicle or is going to be used by multiple vehicles, a copy of the registration and insurance card for each vehicle must be included with the application.

Your completed and signed application, (no copied, scanned or emailed applications will be accepted or processed), required documents, your payment and a self-addressed stamped envelope can be mailed to the Municipal Building located at 54 Fairmount Avenue, Chatham, New Jersey, 07928, to the attention of the Utilities Clerk. The completed documents can also be returned in person during normal business hours in the Finance Office located on the Main Level, room 205 of the Municipal Building at 54 Fairmount Avenue, Chatham, New Jersey, 07928.

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