



*Borough of Chatham*  
54 Fairmount Avenue  
Chatham, New Jersey 07928  
Train Station Parking Permit Application

(PLEASE PRINT)

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

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					

**In applying for a parking permit to park my vehicle(s) in the Chatham Borough train station lot, 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 train station 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 Permit Holders (Parking Lots 1 and 2-Train Station)**

Permits will be issued annually for 1 year term (January-December). In early November, individuals who already possess a train station parking permit will receive either by mail or email the application (**Appendix #1**) **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.**

**There is no limit to the number of vehicle you can register, but a copy of the registration and insurance card for each vehicle** must be provided. All the vehicles in the program must be registered to the permit holder and proof of residency in the form of a current utility bill in the holder name must be also be included.

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 person 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, 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 Train Station 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.

### **Active Waiting List (Parking Lots 1 and 2-Train Station)**

Individuals who have been placed on the waiting list for a Train Station Parking Permit must reapply to remain on the list. The reapplication procedure does not change your place on the waiting list.

The Utilities Clerk will contact the individuals on the active list to determine if they are still interested in remaining on the list. If so they are required to reapply for the upcoming year.

In early November, individuals wishing to remain on the list will receive either by mail or email the application (**Appendix #1**) for the upcoming year along with a letter explaining the waiting list process with an established return date. Failing to return the application can result in removal from the list.

Your completed and signed application, (no copied, scanned or emailed applications will be accepted or processed), 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.

### **New Residence/Tenants wishing to be added to the waiting list (Parking Lots 1 and 2-Train Station)**

Individuals who are new residents to Chatham Borough and wish to be added to the waiting list must contact the Utilities Clerk at (973) 635-0674 extension 214. **Because non-residents are not eligible to apply or obtain a train station permit**, the address must be verified.

Individuals can either pick up an application (**Appendix #1**) on the Main Level, room 205, of the Municipal Building at 54 Fairmount Avenue, Chatham, New Jersey, 07928 or have one mailed or emailed to them.