

2019 BUSINESS PARKING PERMIT INFORMATION

2019 business parking permits are now on sale. The grace period for 2018 permit holders will expire on January 15, 2019.

In 2019, the Township will tighten the requirements for purchasing off-street parking permits. **In order to obtain a business permit, please submit the following with application:**

- ◆ A copy of the vehicle registration and copy of the insurance card
- ◆ Paystub needed with personal information redacted
- ◆ Redacted pay stub for new employees within 30 days of issuance

Business permits will require that the application be signed by the **owner** or **manager** of the business certifying that the applicant is employed in the township at their location as noted on the application. The name of the business, the address, the telephone number and the original signatures must be included on all applications. Please note that business permits are valid only for the vehicle listed on the application.

Business parking permit fees for 2019 are as follows:

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|--|-----------------|
| Annual Business Permit | \$330.00 |
| Semi-Annual Business Permit | \$215.00 |
| Annual Transferable Business Permit | \$400.00 |

Transferable permits are limited to five (5) vehicles per each transferable permit. A separate application is required for each applicant. These permits cannot be replaced

| | |
|---|-----------------|
| Remote Restricted Business Permit | \$150.00 |
| Part time employees in Millburn only (lot 16 & 19) | |
| Summer intern permit (May 1 – Sept 1) | \$75.00 |

Checks should be made payable to: "Township of Millburn"

- ◆ Completed applications should be mailed to: Tax Collector, 375 Millburn Avenue, Millburn, NJ 07041 or place in the Drop Box located outside of Millburn Town Hall.
- ◆ Incomplete applications will not be accepted or processed and will be returned to sender.
- ◆ Please enclose a self-addressed return stamped envelope to the business.
- ◆ Summer interns can apply for reduced-rate parking permits in lots 14, 16, and 19; applicants must provide a signed letter from their manager stating that they are an intern for the summer
- ◆ **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 issued to a Township address and insurance card for leased vehicles must accompany the transfer request.
- ◆ **All permits will be mailed back to applicant at business address only. Permits will not be issued in person. THERE ARE NO REFUNDS.**

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) 564-7083.

APPLICATION ON REVERSE SIDE

BUSINESS PARKING PERMIT APPLICATION

Revised 2018

Please complete a separate application for each vehicle. PLEASE PRINT CLEARLY

NAME OF BUSINESS _____

NAME OF OWNER or MANAGER _____

BUSINESS ADDRESS _____

(Check One) MILLBURN _____ SHORT HILLS _____

BUSINESS PHONE # _____

_____ **Annual Business \$330.00**
 _____ **Semi-Annual Business \$215.00**(Issued for Jan-June or July-Dec)
 _____ **Transferable Permit \$400.00-use attached form**
 Transferable permits are limited to five (5) vehicles per each transferable permit
 _____ **Remote Restricted Business Permit \$150.00**(Issued to part
 time employees only-Millburn only)
 _____ **Summer Intern Permit (May 1 – Sept 1) \$75.00**

| NAME AND COMPLETE HOME ADDRESS OF EMPLOYEE | MAKE AND COLOR OF CAR | LICENSE PLATE # | SIGNATURE OF EMPLOYEE | PERMIT # (Office Use) |
|--|-----------------------|-----------------|-----------------------|-----------------------|
| | | | | |

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

- ◆ A copy of the vehicle registration and insurance card. Paystub with personal info redacted.
- ◆ Incomplete applications will not be accepted or processed and will be returned to sender
- ◆ Make checks payable to: "Township of Millburn"
- ◆ Enclose a self-addressed stamped return envelope to business address
- ◆ 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.**

We 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 vehicles and employees listed above and in accordance with the "Information for Purchasers of Off-Street Parking Permits."

The above applicant is employed in the township at the location noted above.

Signature of Owner of Business

Signature of Manager of Business

FOR OFFICE USE ONLY

Date Issued _____ Permit Number _____ Total Amount Paid \$ _____

SEE INFORMATION ON REVERSE SIDE