

THE TOWNSHIP OF MILLBURN
INFORMATION FOR THE PURCHASERS OF OFF-STREET PARKING PERMITS

Parking permits are non-refundable

Certain Municipal parking lots provide spaces reserved for the use of permit holders. However, the issuance of a permit shall not be construed to assure the availability of a parking space. The Township reserves the right to restrict or limit the issuance of parking permits at any time.

Permit decal shall be affixed to the lower left-hand corner of the vehicle's rear window. The decal shall be affixed to the driver's left rear side window on a vehicle having no rear window or a removable rear window. **ALL PRIOR YEAR STICKERS MUST BE REMOVED IMMEDIATELY! THIS ORDINANCE WILL BE ENFORCED EFFECTIVE 2020!!!**

A vehicle must be parked head-in and must be within the marked parking space lines. Vehicles parked in unmarked areas are not within a marked "stall" and will be in violation and subject to a summons.

TRANSFER OF PARKING PERMIT

If your permitted vehicle is sold, traded in or issued a new license plate number, the unexpired permit must be transferred to the new vehicle. Transfers are processed in the Tax Office. A transfer application accompanied by copies of the vehicle registration and insurance card for the new vehicle, the original sticker (peeled off window), and a \$5.00 fee shall be presented to the Tax Office for processing. A penalty will be imposed for failure to return the original sticker upon transfer. The permit will be void with the Police Department and a mandatory court appearance will be required if the permit appears on a vehicle.

PERMIT HOLDER REPLACEMENT VEHICLE HOTLINE

973-564-7768

The PARKING HOTLINE was established for the occasional necessity of having to park a vehicle other than the permitted vehicle in any permit only lot. If your vehicle is being serviced or repaired, we will issue a temporary permit for a replacement vehicle. The use of the hotline will be restricted to a total of 4 days per month. Any excessive use of the hotline will be documented and addressed accordingly. To report a replacement vehicle follow the instructions below:

1. Call in prior to 8:00 am each morning
2. No permission will be issued for calls received after 8:00 am
3. The caller shall give only the following facts:
 - Name of permit holder
 - Date requesting permission
 - Lot number where the vehicle will be parked
 - Valid permit number
 - License plate of the replacement vehicle

If you have any further questions or concerns regarding the parking of the replacement vehicle, please contact the Millburn Police Department Traffic Bureau at (973)564-7757.