

Borough of Haddon Heights

Overnight Parking Permit Application

*KEEP THIS PAGE FOR FUTURE REFERENCE

THE FOLLOWING CONDITIONS MUST EXIST AND ITEMS MUST BE COMPLETED IN ORDER TO PROCESS YOUR APPLICATION.

1. A **NON-REFUNDABLE FEE** MUST BE PAID IN THE BOROUGH CLERK'S OFFICE FOR **EACH** PERMIT REQUESTED. FEE IS \$25.00 PER PERMIT. IF YOUR RESIDENCE HAS A "DRIVEWAY" THAT CAN BE EXPANDED PER CODE, YOU **MAY BE** REQUIRED TO PAY \$100.00 (**PLEASE ASSURE YOU ARE PAYING THE PROPER FEE WITH THE CLERK BASED ON THE BOROUGH'S DEFINITION OF "DRIVEWAY" AND "NO DRIVEWAY"**).
2. APPLICATION MUST CONTAIN PHOTOS WHICH SHOW A CLEAR PICTURE OF THE RESIDENCE FROM THE STREET AND ONE THAT WILL SHOW THE FULL LENGTH OF THE DRIVEWAY OR PARKING AREA FROM THE STREET. THE PICTURE OF THE DRIVEWAY SHOULD BE TAKEN WITHOUT VEHICLES AND A CLEAR PICTURE OF ANY GARAGE WITH THE GARAGE DOOR OPEN. *RESIDENTS TRYING TO OBTAIN A PERMIT ALONG THE RAILROAD CORRIDOR, OR IN THE BOROUGH LOTS, MUST LIVE IN APARTMENTS OR RESIDENCES ADJACENT TO SAME (**PHOTOS NOT REQUIRED FOR APARTMENTS THAT HAVE NO OFF STREET PARKING**).
3. A COPY OF EACH CURRENT VEHICLE REGISTRATION, AND INSURANCE CARD FOR ALL VEHICLES KEPT AT THE RESIDENCE, AND ALSO COPIES OF ALL DRIVER'S LICENSES FOR ALL LICENSED DRIVERS AT THE RESIDENCE. THE COPY OF THE REGISTRATION MUST SHOW THE CORRESPONDING INSURANCE CARD NEXT TO THE REGISTRATION. ALL REGISTRATIONS, INSURANCE AND DRIVERS LICENSES MUST HAVE VALID DATES.
4. ALL VEHICLES LISTED ON THE APPLICATION MUST BE REGISTERED TO THE ADDRESS WHERE THE PERMIT IS REQUIRED. QUESTIONS: CONTACT THE POLICE.
5. PERMITS WILL NOT BE GRANTED FOR THE PURPOSE OF NOT HAVING TO MANEUVER VEHICLES AT THE RESIDENCE. **PERMITS ONLY ALLOW YOU TO PARK AT THE ADDRESS WHERE THE PERMITTED VEHICLE IS HOUSED AT.**
6. ANY RECREATIONAL VEHICLES, INCLUDING BUT NOT LIMITED TO BOATS, POP-UP CAMPERS, TRAILERS, ANTIQUE CARS OR UNREGISTERED VEHICLES, EITHER GARAGED OR ON PROPERTY, WOULD DISQUALIFY YOU FROM A PERMIT AS THIS SPACE COULD BE USED FOR THE PARKING OF A VEHICLE.
7. IF UPON INSPECTION, IT IS DETERMINED THAT THERE IS AVAILABLE SPACE TO EXPAND A DRIVEWAY OR THERE IS OTHER SPACE ON THE PROPERTY TO PARK, A PERMIT APPLICATION MAY BE DENIED.
8. DURING SNOW EMERGENCIES, ALL PERMITS (EXCEPT IN BOROUGH LOTS) SHALL BE VOID IN ORDER TO FACILITATE SNOW REMOVAL BY THE BOROUGH OF HADDON HEIGHTS PUBLIC WORKS DEPARTMENT.
9. ANY RESIDENT DENIED ISSUANCE OF A PERMIT, MAY WITHIN 7 DAYS OF THE DATE OF DENIAL: FILE A WRITTEN REQUEST FOR APPEAL WITH THE CLERK OF THE BOROUGH OF HADDON HEIGHTS.
10. ANY QUESTIONS ABOUT THIS APPLICATION MAY BE DIRECTED TO THE HADDON HEIGHTS POLICE DEPARTMENT AT 547-0614, ext 10.

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RETURN THIS PAGE TO THE HADDON HEIGHTS TAX OFFICE

HOME PHONE: _____ and/or Cell: _____
FULL NAME: _____
ADDRESS: _____

YEAR, MAKE AND TAG NUMBER OF VEHICLE FOR REQUESTED PERMIT(s) :

1) _____ 2) _____

REASON FOR REQUEST:

TOTAL NUMBER OF ALL VEHICLES HOUSED AT THE PROPERTY # _____

LIST ALL TAG NUMBERS OF ALL VEHICLES HOUSED AT THE PROPERTY:

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____

APPLICANT'S SIGNATURE, VERIFYING ALL THE ABOVE INFORMATION IS ACCURATE:

X _____ DATE: _____

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION, FOR ALL VEHICLES HOUSED AT THE PROPERTY, FOR PROCESSING:

1. A COPY OF **ALL** REGISTRATIONS
2. A COPY OF **ALL** INSURANCE CARDS
3. A COPY OF **ALL** DRIVER LICENSES
4. PHOTOS
- *5. FEE: \$25.00 PER PERMIT (or \$100.00): _____

****Ensure you are paying proper fee; see cover sheet instructions #1 & #10.***

*****FOR TAX OFFICE USE ONLY*****

CASH: _____ CHECK #: _____ AMOUNT: _____

*****FOR POLICE USE ONLY*****

Permit # _____ for _____ Sent: _____

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Permit # _____ for _____ Munipol # _____