



CURB LOADING ZONE APPLICATION

INSTRUCTIONS AND PROCEDURES:

STEP 1

1. COMPLETE THE ATTACHED APPLICATION.
2. MAIL TO:

**CITY OF NEWARK
DEPARTMENT OF ENGINEERING
DIVISION OF TRAFFIC AND SIGNALS
255 CENTRAL AVENUE
NEWARK, NJ 07103
ATTN: ADMINISTRATIVE ANALYST PROCESSOR
PHONE NUMBER (973) 733-3969/ FAX (973) 733-8880**

STEP 2

1. THE CITY WILL REVIEW THE APPLICATION AND PERFORM A SITE INSPECTION.
 2. A LETTER OF APPROVAL WILL BE SENT TO THE APPLICANT WHICH INDICATES THE YEARLY FEE.
- OR
3. A LETTER WILL BE SENT INDICATING THE REASON WHY YOUR APPLICATION HAS NOT BEEN APPROVED.
 4. PAYMENT WILL BE MADE BY THE APPLICANT BY CHECK OR MONEY ORDER PAYABLE TO THE "CITY OF NEWARK".
 5. THE CITY WILL INSTALL LOADING ZONE SIGNS WITHIN 60 DAYS ONCE THE PAYMENT IS MADE TO THE CITY.



COSTS:

CITYWIDE ZONE (NO PARKING METERS)

1. Cost of Curb Loading Zone is \$150 for each 20 feet of curb parking space.
2. The pen-nit shall be valid for one year and is not transferable.
3. It must be reissued annually upon payment of a renewal fee of \$150 for each 20 feet of curb parking space.

CITYWIDE ZONE (PARKING METER AREA)

1. Cost of Curb Loading Zone is \$400 for each metered parking space.
2. The permit shall be valid for one year and is not transferable.
3. It must be reissued annually upon payment of a renewal fee of \$400 for each metered parking space.

DOWNTOWN ZONE (NO PARKING METERS)

Bounded by McCarter Highway to the east, University Avenue to the west, Lackawanna Ave and Division Street in the north, and East Kinney Street and West Kinney Street to the south.

1. Cost of Curb Loading Zone is \$250 for each 20 feet of curb parking space.
2. The permit shall be valid for one year and is not transferable.
3. It must be reissued annually upon payment of a renewal fee of \$250 for each 20 feet of curb parking space.

DOWNTOWN ZONE (PARKING METER AREA)

Bounded by McCarter Highway to the east, University Avenue to the west, Lackawanna Ave and Division Street in the north, and East Kinney Street and West Kinney Street to the south.

1. Cost of Curb Loading Zone is \$600 for each metered parking space.
2. The permit shall be valid for one year and is not transferable.
3. It must be reissued annually upon payment of a renewal fee of \$600 for each metered parking space.



CONDITIONS:

1. Vehicles loading, unloading, delivering or picking up freight or materials shall be permitted to park in the loading zone a maximum of thirty (30) minutes, and vehicles shall not be left unattended.
2. Any person/business who is issued a curb loading zone and uses it as a parking space for its delivery vehicles, personal vehicles or for customer parking shall have the curb loading zone terminated and the sign be removed.
3. The Department of Engineering may terminate any curb loading zone permit and remove the signs erected if payment of the annual fee is thirty (30) days late.
4. The Department of Engineering may terminate any curb loading zone permit whenever public convenience or necessity warrants such action; provided that thirty (30) days' notice of such intended action shall be given to the person/business to whom the permit has been issued.
5. The Department of Engineering will terminate any curb loading zone permit if the person/business who is issued a curb loading zone paints the curb, street or sidewalk.
6. The Department of Engineering will terminate any curb loading zone permit if the person/business who is issued a curb loading zone places any type of permanent or temporary barrier such as but not limited to barricades, traffic cones, traffic barrels or garbage cans in the street.



**CITY OF NEWARK
DEPARTMENT OF ENGINEERING
DIVISION OF TRAFFIC AND SIGNALS
255 CENTRAL AVENUE
NEWARK, NJ 07103
CURB LOADING ZONE APPLICATION**

The following information must be provided in order to process your request.

Applicant Name: _____

Company Name: _____

Telephone Number: _____ Fax Number: _____

Business Address: _____
Street

Business Address: _____
City State Zip Code

Does your Business have access to:

Driveway Yes No Loading Dock Yes No

Garage Yes No Parking Lot Yes No

**ACCESS TO A DRIVEWAY, LOADING DOCK, GARAGE, AND/OR PARKING LOT MAY
RESULT IN REJECTION OF YOUR APPLICATION.**

Location of requested Loading Zone: _____
(Example: front of building, side of building, rear of building, etc...)

Types of Vehicle(s) making the deliveries: _____

Days and hours of deliveries: _____

**By signing below, you declare that you have not willingly or knowingly made a false statement
or given information which you know to be false.**

Signature

Date

APPLICATIONS THAT ARE NOT COMPLETED PROPERLY WILL BE RETURNED.



FOR OFFICE USE ONLY

Approved: Yes No (Reason)_____

Location: _____

☐ Citywide Zone: ☐ Non-Metered ☐ Metered

☐ Downtown Zone: ☐ Non-Metered ☐ Metered

Length of Loading Zone: _____

Yearly Fee: _____

Approved By: _____ Date _____
