

**BOROUGH OF GLASSBORO
1 SOUTH MAIN STREET
GLASSBORO, NEW JERSEY 08028 – 856 881 8140**

APPLICATION FOR OVERNIGHT PARKING DECAL

APPLICANT: _____
[last name] [first name] [middle initial]

ADDRESS: _____
BLOCK _____, LOT _____

TELEPHONE: _____

REASON FOR
REQUEST: _____

VEHICLE TO BE DECALED:

MAKE _____ MODEL _____ AND COLOR _____

VEHICLE IDENTIFICATION NUMBER [VIN]: _____

PLATE NUMBER: _____ DWELLING: _____ Single _____ Townhouse _____ Other _____

THE FOLLOWING IS REQUIRED PER VEHICLE

- 1] Copy of valid New Jersey registration
- 2] Copy of valid insurance card
- 3] Copy of owner's valid driver's license
- 4] Plot plan or survey of property, (size of driveway)

APPLICANT'S CERTIFICATION: I do certify the information provided on this application form is correct, that the applicant is a permanent resident of the Borough of Glassboro. It is understood that any person obtaining a permit under false pretenses or uses this permit for other than residential purposes or who transfers said permit to another, shall be guilty of violating Borough Ordinance. The penalty for violation shall be a fine not exceeding \$500.00 or imprisonment for a period of 30 days and the revoking of the issued parking permit. Parking Permits will expire on December 31st of the year displayed on the permit. I understand that a fee of \$25.00 will be required for this permit. A renewal fee of \$10.00 will be charged annually.

APPLICANT'S SIGNATURE

DATE

IS PROPERTY USED AS A RENTAL: YES _____ NO _____

OVERNIGHT PARKING DECAL
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LIST ALL CARS, MAKES, AND MODELS: (include the car to be decaled)

1] _____

2] _____

3] _____

4] _____

5] _____

6] _____

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OFFICE USE ONLY:

DATE RECEIVED IN OFFICE: _____

DATE APPROVED: _____

DATE DENIED: _____

REASON FOR DENIAL _____

APPEAL DENIAL TO PARKING COMMITTEE _____

COMMENTS: _____

Please be advised all cars (even decal cars) can not be parked on the street during a Snow Storm, and (12) twelve hours after the storm (or longer if streets are not clear).

III. PARKING PERMITS

Permits shall be applied for in the following manner:

A. PERMITS REQUIREMENTS:

1] When a resident believes it is necessary to obtain a permit for on-street parking on the street where the resident resides because said resident believes that there is insufficient off-street parking for their vehicle as defined in Paragraph I of this Ordinance, the resident shall obtain an application from the Municipal Clerk's Office or the Borough of Glassboro Zoning Official during regular business hours. Applications can also be obtained from the Borough of Glassboro Police Department after the municipal offices close for that business day.

2] Said application shall be made on the form as approved by the Borough of Glassboro Council and shall be submitted to the Borough of Glassboro Zoning Official accompanied by the following:

[a] Evidence of insurance that is current and paid-to-date for the motor vehicle, for which a permit is sought,

[b] A current, valid motor vehicle registration issued for the motor vehicle, for which the permit is sought.

[c] The applicant's current New Jersey Driver's License issued by the New Jersey Department of Motor Vehicles exhibiting a Borough of Glassboro address, or if the applicant just recently moved into the Borough of Glassboro, the applicant's motor vehicle license with a stipulation that the applicant will present his New Jersey Driver's license exhibiting a Borough of Glassboro address to the Zoning Official within one week after the change is made for New Jersey residents; and within 60 days after moving to the Borough of Glassboro for out-of-state residents,

[d] Such other evidence as is requested by the Borough of Glassboro Zoning Official that is reasonably necessary to show that the applicant has a valid New Jersey Driver's license, is a permanent resident of the Borough of Glassboro and of the premises which is the subject of the application, and the vehicle for which the permit is sought is insured and legally registered in the State of New Jersey; and that a hardship exists requiring the necessity for the issuance of said permit.

B. PERMIT APPROVAL

The Borough of Glassboro Zoning Official shall conduct an investigation and approve the issuance of said permit if the Zoning Official is satisfied that:

- 1) The applicant can not provide additional off-street parking that complies with all applicable provisions of the Glassboro Land Use Regulations.
- 2) There is insufficient off-street parking as defined in Paragraph I of this Ordinance.
- 3) There is no other legal off-street parking space at the premises which is available for the applicant's use.
- 4) There is not presently existing 1 or more valid permits for other residents of the property.
- 5) No resident shall receive a permit to park a passenger car on the street in order to make room on-site for commercial vehicles or trucks exceeding 12,000 pounds.
- 6) Prior to final approval, the Zoning Official shall have the Borough of Glassboro Police Department verify the registration of the car in question.

C. PERMIT ISSUANCE

The Borough of Glassboro Zoning Official shall complete his investigation as soon as possible and not later than 7 days from the receipt of an application. If the applicant qualifies for a permit, the Zoning Official shall immediately issue a valid permit. Only one [1]-parking permit per each qualifying household unit shall be issued.

The Police Department shall have the authority to issue temporary permission to said applicant to park on the street overnight pending the completion of said investigation. Such permission shall not be unreasonably withheld.

D. PERMIT DISPLAY

The Borough of Glassboro Zoning Official shall affix the permit issued to the vehicle and it shall be displayed and visible at all times on the rear window on the driver's side of the motor vehicle for which the permit is issued.

E. PERMIT DURATION AND RENEWALS

The application fee for each permit shall be \$25.00. All parking permits will be in force for duration of one [1] year and will expire on December 31st of the year displayed on the permit. New residents may register at any time during the year for the remainder of the calendar year. All permit holders seeking renewal of their permit shall be eligible to make a new application for overnight parking between November 1st and December 31st of the year of the expiration. At the time of re-registration, the household may designate a different passenger car from the passenger car having the permit the previous year. The Borough of Glassboro Zoning Official will investigate all permit renewals. If, at any time, a portion of the driveway or garage or other legal off-street parking area becomes available to a resident who has been granted a permit, that permit shall become null and void and will not be eligible for renewal.

F. PERMIT DENIAL AND REVIEW

If the Borough of Glassboro Zoning Official's investigation report recommends the denial of the application, said applicant may appeal in writing to the Borough of Glassboro Parking Committee. The Police Department shall have authority to issue temporary permission to said applicant to park on the street overnight pending completion of the Parking Committee review.

1] The Parking Committee shall review the applications forwarded to it by the Zoning Official and render it's decision within 14 days of its receiving the application for review.

2] The Parking Committee shall conduct its review in any of the following ways:

[a] Personal investigation of the property and neighborhood of the resident so as to be familiar with the physical conditions of the property where the resident resides,

[b] A personal interview with the applicant or review of any written materials, drawings, photographs, surveys, etc. made available to it by the applicant,

3] All decisions recommending the denial of the issuance of a permit by the Zoning Official or Parking Committee shall be mailed by ordinary mail to the applicant and the applicant may be notified by telephone, within 48 hours of the decision.

G. PERMIT PARKING CONDITIONS

A motor vehicle with a valid permit affixed to the rear window on the driver side of the motor vehicle shall be allowed to park on the street where the owner and/ or operator of said vehicle lives and in the immediate area in front of the owner and/ or operator's residence between the hours of 2:00 a.m. and 6:00 a.m. Parking on any other street or areas in the Borough of Glassboro shall be prohibited.

I. CONTINUING PARKING PROHIBITED

The provisions of this Ordinance notwithstanding, no motor vehicle shall be permitted to be parked on any public street for more than 24 continuous hours, except where said motor vehicle displays a valid parking permit and is parked in front of the residence of the person to whom said permit is issued.

J. INCLIMENT WEATHER

No vehicle, including those with a valid parking permit, shall be permitted to park on any street in the Borough of Glassboro during the hours of 2:00 a.m. to 6:00 a.m. during a snow storm. This provision is implemented to facilitate the removal of snow from borough streets.

K. TEMPORARY OVERNIGHT PARKING

The Borough of Glassboro Police Department shall have the authority to permit temporary overnight parking for visitors or guests of residents or if a vehicle is temporarily disabled. Said permission may be granted upon a written or oral request to the Police Department by a resident of the Borough of Glassboro or the operator of the motor vehicle that is to be parked on the street. Said permission shall be for one night unless specifically authorized by the Police Department for a greater period of time.

L. VIOLATIONS AND PENALTIES

Any person obtaining a permit under false pretense and uses said permit for other than residential purposes or who transfers said permit to another for use thereof, shall be guilty of violating this Ordinance and the penalty for violation of this Ordinance shall be a fine not exceeding \$500.00 or imprisonment for a period of 30 days and revocation of the parking permit.