

MADISON POLICE DEPARTMENT

2016 PERMIT PARKING REGULATIONS

Notice is hereby given that your car must have a NEW OFFICIAL PARKING TAG for the period of January 1, 2016 to December 31, 2016 to legally park in the Borough of Madison parking lots. The parking tag is transferable and is to be displayed from your rearview mirror. If not displayed properly a summons will be issued.

All applicants MUST provide a valid vehicle registration. If the vehicle is leased additional proof of residency is required: Additional acceptable proof of residency is as follows:

Valid NJ driver's license or valid NJ insurance ID card or current utility bill in applicants name or first page of homeowner's contract or tenant's lease agreement

The permit is registered in your name. If the tag is reported lost or stolen by you, anyone found using your permit would be charged and prosecuted accordingly. You are solely responsible for your permit, and if lost the replacement fee is 50% of the permit fee with no exceptions.

2016 PARKING PERMITS FEE:

\$425.00 • COMMUTER (residents only) \$212.50 if processed after June 30, 2016.

\$150.00- MERCHANT & TENANT \$75.00 if processed after June 30, 2016.

Park in the lots specified below: (Permits are color coded; be sure to park in proper lot.)

MERCHANTS/GREEN TAGS: Cook Plaza, Elmer Street & Green Avenue

COMMUTERS (residents only)/BLACK TAGS: Kings Rd. lots 1 & 3 (Not in numbered spaces.)

**TENANTS/BLUE TAGS: Cook Plaza, Elmer Street & Green Avenue (in permit spaces only)

DAILY NUMBERED SPACES: Lot #3 and train station lot: \$5.00 per day when available.

THIS PERMIT DOES NOT GUARANTEE YOU A SPACE IN A SPECIFIC LOT

DO NOT BACK INTO PARKING SPACES & DO NOT PARK OVERNIGHT: Improper parking in the parking areas is a violation, and summonses will be issued. Permits will not be issued to vehicles classified as trucks or commercial vehicles.

Return completed application with check or money order made payable to "Borough of Madison" to: Connie Phillips, Madison Police Dept., 62 Kings Road, Madison, NJ 07940.

If responding by mail, please include copies of all documents required and a self-addressed stamped envelope. If all required documents AND ENVELOPE are not received, your application will be returned to you unprocessed.

**(Residing in a dwelling in Madison's historic district or in a dwelling on the south side of Kings Road from 124 east to Green Avenue; 42,44,50 Cook Avenue and 30 Central Avenue.) Montpelier Apartments (limited to 10 permits per year).

Rev. 07/2015

IMPORTANT INFORMATION
PLEASE READ ALL OF THIS IMPORTANT INFORMATION

Attached you will find the 2016 parking permit application and instructions for renewal. Because you are a current permit holder you are having the first opportunity to renew your permit.

In order to secure your permit for 2016, we must receive your application and payment by **Monday, November 16, 2015. After that date permits will be made available to current waiting list.**

Our office hours for parking permits are Monday through Friday, 7:00 AM - 3:30 PM.

The items listed below are mandatory in order to receive a placard:

- **Proof of residency**
- **Valid vehicle registration for each car you will be registering with us**
- **Cash (exact change only), check or money orders**

The Madison Police Department randomly checks license plates in the commuter lots on a daily basis. This step is being taken to ensure that only Madison residents are being issued permits and parking in our commuter lots. We want all spaces to be available for our residents.

In order to assist us, please pay close attention to the following information:

- **All vehicles listed on the application must have a valid registration.**
- **All license plates listed on the application must be registered to your Madison address.**
- **Placards are transferable only to those vehicles you have listed on the application.**
- **If you have the need for a rental vehicle, you may use your issued permit only if you notify this department in advance.**

If your license plate does not match your address you will receive a summons and your car may be towed at your expense.

Resident Commuter Permit Parking Refund Policy

Refund Policy:

The Borough of Madison will issue a refund for resident commuter permits, (pro-rated) provided that the permit is returned with thirty (30) days of the date of ineligibility. The date of ineligibility shall be defined as the first date on which the change is effective, not the date that the written notice is received by the Borough. NO refunds will be issued if the permit holder does not comply within the above stated time period.

Refunds to be issued as follows:

The permit holder will be refunded a pro-rated amount based on the balance of months left on the resident commuter permit. The resident commuter permit will be resold for the amount refunded to original permit holder.

New vehicles purchased after application date:

When you purchase a new vehicle you MUST let this department aware by providing a copy of your new registration. Reminder: If the placard number does not match the plate a summons will be issued. We are aware that paper license plates are temporary and take that into consideration, you **do not** have to let us know the **temporary** plate number.

PLEASE REVIEW PARKING REGULATIONS ON REVERSE SIDE.

2016 RESIDENT COMMUTER PERMIT APPLICATION

BOROUGH OF MADISON 2016 PARKING APPLICATION

(PERIOD January 1, 2016 - December 31, 2016)

You must supply all the information (even if it has not changed) annually.

2016 Permit# / SIGN UP FOR NIXEL

Last Name: (OPTIONAL) First Name: Cell Phone#

Street: Town Zip

Home Phone: Cell#/Emergency#

Work#

E-Mail Address:

Make of Car: Color: Plate#

Make of Car: Color: Plate#

Type of Permit: Commuter(resident's only) \$425.00

All applicants must provide a valid vehicle registration registered to your Madison address.

If vehicle is leased or registered to a non-Madison address, you MUST provide proof of residency with one of the following documents: a valid NJ license/insurance card/utility bill in applicant's name/first page of homeowner's contract/tenant lease agreement.

I have read & agree to park this vehicle in accordance with the ordinance and regulations of the Borough of Madison. I agree to park only in the designated permit areas and comply with all rules and regulations (which includes parking head on into the parking space & displaying my permit from my rearview mirror. I also understand that if any of the information that I have given on this form is false, the permit will be revoked immediately.

Date: Signature of Applicant: _____

OFFICE USE ONLY:

CHECK#	DEPOSIT SLIP#	CASH AMT.	PERMIT#
DOCUMENTATION: VALID REG	INS. CARD	UTILITY BILL	VALID DL
HOMEOWNER'S CONTRACT OR TENANT'S LEASE AGREEMENT			
(FIRST PAGE)	(FIRST PAGE)		

PAYMENT IN THE FORM OF CASH (EXACT AMOUNT ONLY),
MONEY ORDER OR CHECK

Make checks payable to "Borough of Madison"