

# Application for Employee Parking Permit

**Employee Parking Permits are available in certain zones within the City where there are metered parking regulations per City Code (Section 7-41.5(c)). The permitted parking areas for employee permits can be found on the 2018 Employee Permit Parking Map.**

## Employee Permit Regulations

- Annual Employee Permits are valid for the 2018 calendar year and expire on December 31, 2018.
- Monthly Employee Permits are also available, however a minimum payment of three (3) months is required and the monthly option is only available for seasonal employees (May through September).
- 5-Day Employee permits allow parking between 9:00 AM and 6:00 PM Monday – Friday in the designated locations.
- 7-Day Employee permits allow parking at all times in the designated locations.
- Permit decals must be applied to the lower part of the windshield on the driver's side and must be visible from outside of the vehicle at all times.
- Permit decals shall only be used on one (1) vehicle.
- All other posted street regulations must be adhered to, including alternate side parking for street sweeping and snow removal and time-limited spaces (such as 15-minute parking spaces).

## Proof of Employment

Applicants **MUST** provide proof of employment when applying for employee parking permits which must include one of the following items:

1) A copy of the Asbury Park mercantile license or State/Federal tax forms with an Asbury Park address for the business (for business owners);

OR

2) Current pay statements (2) from an Asbury Park employer or a notarized statement from the Asbury Park employer (for employees).

## Proof of Vehicle Ownership

Applicants **MUST** provide proof of vehicle ownership (registration) when applying for employee parking permits.

- If vehicle is not registered in New Jersey and/or is not registered to applicant, proof of insurance for the same vehicle with applicant as named insured on policy and valid vehicle registration (any State) may be provided.
- If vehicle is registered as a company car, a notarized letter from the fleet manager, a current pay stub with the company's name and the name of the applicant, and a valid registration in company's name may be provided.
- If vehicle is leased to the applicant, a valid vehicle registration in the applicant's name or the leasing company's name (with the applicant listed as a leasee), and proof of insurance with the applicant's name may be provided.

 Please initial: \_\_\_\_\_

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# Applicant Information

Applicant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_

Business/Employer Name/Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

## Vehicle Information

Make	Model	Year	Color	License Plate #	State

## Permit Fees

The cost and availability of an employee permit is dependent upon the type of permits purchased.

Type	5-Day Annual	7-Day Annual	7-Day Monthly	Number of Months (if monthly)	Total Fee
<b>Fee</b>	\$120.00	\$180.00	\$25.00/month		
<i>Select Type ('X')</i>					

NOTE: If permit decals are lost or stolen, they may be replaced at the full cost of the permit. If permit hangtags are damaged, they may be replaced for \$5.00 as long as the original permit hangtag is returned to the Parking Utility.

## Terms and Conditions

I certify that this permit will be used only for the vehicle(s) described herein & any changes will be remitted to the Parking Utility Office. I will not sell, assign, transfer, lend or give the permit to any other person. I acknowledge that the misuse of a parking permit may subject me to a fine and revocation of the permit and forfeiture of my rights to future permits.

**Print Name, Sign and Date:** \_\_\_\_\_

**For Official Use:**

**Application Date** \_\_\_\_\_

**Payment Method:** \_\_\_\_\_

**Issue Date:** \_\_\_\_\_

**Check/CC #:** \_\_\_\_\_

**Processed By:** \_\_\_\_\_

**Exp. Date** \_\_\_\_\_

**Permit #:** \_\_\_\_\_