



2023 Employee Parking Permit – Terms and Conditions

Terms and Conditions

1. Quarterly Employee Permits are valid for the following time periods:
 - Quarter 1 – January 1st-March 31st
 - Quarter 2 – April 1st-June 30th
 - Quarter 3 – July 1st-September 30th
 - Quarter 4 – October 1st-December 31st
2. 5-Day Employee permits allow parking 9:00 AM – 6:00 PM, Monday – Friday, in the designated locations.
3. 7-Day Employee permits allow parking Monday – Friday in the designated locations and parking in the City Hall Parking Lot, Transportation Center Parking Lot and Memorial Drive Parking Lot on Saturdays and Sundays.
4. **No refunds** can be provided for any parking permit purchases.
5. Permits will be issued in the form of the vehicle license plate.
6. 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).
7. The following items are required to obtain an employee parking permit:
 - Proof of Employment or Business Ownership
 - Valid driver's license
 - Vehicle registration for ALL vehicles to be assigned to the parking permit
8. **Proof of Employment**
 - Applicants **MUST** provide proof of employment when applying for parking permits which must include one of the following items:
 - 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;
 - Current pay statements (2) from an Asbury Park employer or a notarized statement from the Asbury Park employer (for employees).
9. **Valid Driver's License**
 - Applicants **MUST** provide a valid Driver's License (any State) when applying for parking permits.
10. **Proof of Vehicle Ownership**
 - Applicants **MUST** provide proof of vehicle ownership (registration) when applying for parking permits. The vehicles assigned to a permit must be registered to the applicant. An employee may assign up to three (3) vehicles to any single parking permit.
 - 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. Proof of insurance may include an insurance card for the vehicle with the applicant's name or a declaration page from the insurance provider naming the applicant as a driver on the policy.
 - 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. Proof of insurance may include an insurance card for the vehicle with the applicant's name or a declaration page from the insurance provider naming the applicant as a driver on the policy.

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 in accordance with the above terms and conditions may subject me to a fine and revocation of the permit and forfeiture of my rights to future permits.