

Parking Permit Application Instructions:

Please read the following standards and qualifications carefully.

Permit Required:

Under Collingswood Municipal Code 293-21, it is unlawful for the owner or driver of any vehicle to allow such vehicle to remain standing in any street in the Borough between the hours of 2 a.m. and 6 a.m. without a permit.

How to Apply:

All Applications Expire on December 31 of the last year issued and you must register for a new permit every other year. You can apply for a permit throughout the year for the current year, but not prior to October for the next year.

The application is available at police headquarters and on the Borough website Collingswood.com. The application is a fillable PDF and can be completed and returned in person or via email. In either case you must submit a copy of the registration for each vehicle registered to your home with the application. A picture, photocopy or scanned copy will suffice.

- If you choose to return the application in person, please be sure to write legibly and fill out all fields. You can then turn the application in to the Police Headquarters (434 Haddon Avenue) Monday to Friday from 8am-12pm & 1-4pm with all required paperwork.
- If you choose to return the application electronically, you may do so by emailing the completed application and all required paperwork to police@collingswood.com.

Approval:

If your application is approved, you will receive a phone call or email alerting you that the permit is ready to be picked up. This process normally takes between 5 and 7 business days.

Denial:

Your application for a parking permit may be denied for one of the following reasons:

- If there is adequate room to park all vehicles on the premises, the application will be denied. Permits shall be considered on a basis of need and not solely for convenience.
- All vehicles at your residence, including those for which parking permits are not applied for, must be currently registered at the address listed.

The Permit Does Not Exempt You From The Following:

- When a vehicle is found parked in violation of any NJ Statute which would warrant towing of the same, such as a violation of N.J.A.S 39:3-4, Unregistered Motor Vehicle.
- If a vehicle is parked or left standing upon a roadway for 24 or more consecutive hours, the vehicle may be towed as described in Collingswood Municipal Code 293-22.



Borough of Collingswood



APPLICATION FOR OVERNIGHT PARKING PERMIT

NEW PERMIT
 RENEWAL
 REPLACEMENT
 NEW VEHICLE

Restrictions: parking permits are not issued to motor-homes, boats, trailers, trucks with campers, commercial vehicles or vehicles in excess of 10,000 lbs. gross vehicle weight. No vehicles, including those with parking permits, will be allowed to remain parked on the street for more than 72 consecutive hours. Permits shall be considered on a basis of need and not issued solely on convenience. Vehicles must be registered to the same address as applicant.

** Note - If you have a garage, driveway or legal off street parking space, or if there is a public parking lot within one block of your residence, you may not be eligible for a permit.*

Name _____

Address _____ Apt# _____

Phone # Home: _____ Cell: _____

Email: _____

By applying for and accepting this permit, I understand permits may be suspended or revoked by the Chief of Police for any violation of the parking rules. I have read the above statements and attest that all statements herein are true.

Do any other vehicles at this address currently have permits? YES NO

If you have a garage, what percentage is being used for storage / workshop? _____ %

Are there any special circumstances that warrant granting of a permit?

Explain: _____

LIST ALL VEHICLES CURRENTLY KEPT AT THE ABOVE LOCATION

Year	Make	Model	License Plate #	Color

For which of the above are you requesting a permit? (Write the vehicle license plate below)

1. _____ 2. _____

Signature: _____ Date: _____