

**BOROUGH OF TENAFLY**  
**2023 Parking Permit Application**

Official Use Only
Application No. _____
Tag No. _____
Dated Issued: _____
Fee Paid: _____
Cash: ___ Check# _____

Check One:  
 Tenafly Resident  
 Non-Resident

[BOROUGH CODE 7:40]

*Please Print Clearly*

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
[Street] \_\_\_\_\_ [Apt or Unit No.] \_\_\_\_\_

\_\_\_\_\_ [Town] \_\_\_\_\_ [State] \_\_\_\_\_ [Zip]

Fax Number \_\_\_\_\_ Email \_\_\_\_\_

***Residents and non-residents may apply for a limited number of parking permits by submitting a properly completed application, clear photocopy of current driver's license and payment of the permit fee. Tenafly residents may obtain parking permits for up to two cars upon the payment of the appropriate fees. Applicants must complete the information requested below:***

VEHICLE DESCRIPTION					
	MAKE	YEAR	MODEL	COLOR	PLATE#
CAR #1	_____	_____	_____	_____	_____
CAR#2	_____	_____	_____	_____	_____

***Submit legible copy of current driver's license with application.***

*NOTE: Non-residents may apply for parking permit for one car only.*

CHECK TYPE OF PERMIT REQUESTED		
<i>Initial parking permit is effective on date of issuance and expires December 31, 2022.</i>		
<input type="checkbox"/> Resident Commuter	Car # 1	\$ 150.00 per year
<input type="checkbox"/> Resident Commuter	Car # 2	\$ 150.00 per year
<input type="checkbox"/> Non-Resident Commuter		\$ 400.00 per year

*Make check or money order payable to "Treasurer, Borough of Tenafly"*

Submit completed application form and permit fee to:  
Office of the Borough Clerk, Parking Permit Program, 100 Riveredge Road, Tenafly, NJ 07670

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Parking Permit Regulations

Section 1. No person shall park a vehicle in any parking areas requiring a permit as prescribed in Revised General Ordinances (CODE) 7-40 without first obtaining a valid parking permit issued by the Office of the Borough Clerk.

Section 2. The term of the parking permit shall be January 1 through December 31 annually.

Section 3. Application forms shall be available from the Office of the Borough Clerk or the Borough of Tenafly web site at [www.tenaflynj.org](http://www.tenaflynj.org).

Section 4. Borough of Tenafly residents and non-residents may apply for a limited number of parking permits. Preference will be given to Tenafly residents.

Section 5. Parking permits shall be renewed during the month of December each year.

Section 6. At least five (5) parking spaces shall be made available to Tenafly residents only for use on a daily basis upon obtaining a temporary parking permit from the Office of the Borough Clerk. The temporary parking permit fee shall be \$ 3.00 per day.

Section 7. Parking permits shall be made available to designated Tenafly businesses located within the central shopping district for use by their employees to park in municipal parking areas so designated. At least one (1) parking permit shall be issued to each designated Tenafly business. Requests for employee parking shall be made in writing to the Mayor and Council, 100 Riveredge Road, Tenafly, NJ 07670.

Section 8. The designated Tenafly businesses selected to participate in the parking permit program shall be recommended by the parking subcommittee and approved by the Mayor and Council.

**Section 9. Parking Permit Fees (Ordinance No. 07-13)**

a. The fee for a parking permit for a calendar year shall be:

1. Resident parking permit - \$ 150.00 per year.
2. Resident parking permit for second car - \$ 150.00 per year
3. Non-resident parking permit - \$ 400.00 per year.
4. Employee parking permit - None.
5. Tenant parking permit - None.

b. The fees for Residents in subsection a.1. and a.2. and for Non-Residents in subsection a.3. above who submit applications after January 1 of the permit year shall be pro-rated for portions of a calendar year in quarterly increments as follows:

**Pro-Rated Fees for Commuter Parking**

Request received:	<u>Resident</u>	<u>Non-Resident</u>
January 1 – March 31	\$150.00	\$400.00
April 1 – June 30	\$112.50	\$300.00
July 1- September 30	\$ 75.00	\$200.00
October 1 – December 31	\$ 37.50	\$100.00

c. Employers shall be required to post a refundable security deposit in the amount of \$25.00 per permit to ensure hang tags issued to their businesses are either passed from employee to employee or returned to the Borough Administrator in the case of employee termination or the closure of the business in Tenafly. Failure to return the hang tags will result in the forfeiture of the \$25 per permit deposit and will require payment for replacement tags as specified in subsection e. below. Businesses that close must return employee permits to be eligible to have the security deposit returned to them. Permits are not transferable to new businesses.

d. There shall be a charge of \$25.00 for a replacement Resident or Non-Resident hang-tag and \$25.00 for a replacement Employee hang-tag and Tenant hang tag. There shall be no charge for the replacement of a broken tag that has been returned to the Borough Clerk.

e. There shall be a charge of \$3.00 per day for a temporary parking permit for residents only, obtainable at the Office of the Borough Clerk.

f. The Borough Clerk is hereby authorized to process refunds of parking permits from both resident and non-resident commuter permit holders according to the schedule set forth below. Application for refund must be made in writing to the Borough Clerk and the hang tag issued to the Applicant must be returned with the refund request. Hang tags must be returned to the Borough Clerk to be eligible for a refund:

**Pro-Rated Refunds for Commuter Parking**

Request received:	<u>Resident</u>	<u>Non-Resident</u>
January 1- March 31	\$112.50	\$300.00
April 1- June 30	\$ 75.00	\$200.00
July 1- September 30	\$ 37.50	\$100.00
October 1- December 31	no refund	no refund