



## Department of Police

75 South Van Brunt Street · Englewood, New Jersey 07631

### **CITY OF ENGLEWOOD PARKING PERMIT RULES**

The City of Englewood and Englewood Police Department will transition to a new, more modern system for permit parking in our City.

All applications for parking permits for municipal lots must be done via the online portal.

This portal will make the process more streamlined and easier to navigate.

The permits are available in the following categories.

- Resident
- Non-Resident
- Englewood Business
- Commercial

Anyone who already has a permit prior to the activation of the online portal will have first right of refusal and will continue to have their permits as long as the online permit(s) application and payment are received in a reasonable amount of time.

Here are some helpful tips:

A person needs to be the account holder for business accounts.

All the license plates for the vehicles included on the account need to be entered in the portal. The license plates must be accurate to avoid being ticketed and possibly towed.

If you are a business or person that has been permitted to have designated parking spots, the license plates numbers do not matter, and your plates should be entered as the business name.

You may only park in permit parking spots or in your assigned spots, if applicable. If you park in metered parking spots, you may still be ticketed. If the lot is filled or if an unauthorized vehicle is parked in your spot, you must contact the police department so we can respond to issue a summons or tow the vehicle.

For Lot A, the municipal parking garage:

- Permit vehicles must be parked in their assigned spots or in spots labeled for permit parking only.
- Permit holders that park in metered spots may still be issued summonses. Again, if the lot is full or someone is in your spot, you must notify the police department immediately.
- Commercial vehicles must be parked on the top level of the parking garage, if possible.
- Any vehicles that are not moved for an extended period must be parked on the top level of the parking garage as well.
- If you are not moving your vehicle for an extended period, you must let the parking supervisor know via email. [Jvalentine@englewoodpd.org](mailto:Jvalentine@englewoodpd.org).

For all other lots:

- Permit vehicles must be parked in their assigned spots or in spots labeled for permit parking only.
- Permit holders that park in metered spots may still be issued summonses. Again, if the lot is full or someone is in your spot, you must notify the police department immediately.
- If you are not moving your vehicle for an extended period, you must let the parking supervisor know via email. [Jvalentine@englewoodpd.org](mailto:Jvalentine@englewoodpd.org).

The following documentation is required to be uploaded prior to your application for a permit(s) to be approved.

- Resident
  - o Driver's License
  - o Registration of the Vehicle for the permit
- Non-Resident
  - o Driver's License
  - o Registration of the Vehicle for the permit
- Englewood Business
  - o Driver's License of the person responsible for the business
  - o Registration of the Vehicle for the permit
  - o The NJ business registration of the business showing the address in the City of Englewood; or
  - o A tax document showing the business location in the City of Englewood
  - o A letter from the business certifying the person is an employee of an Englewood business.
- Commercial Business
  - o Driver's License
  - o Registration of the Vehicle for the permit