

BOROUGH OF RIDGEFIELD  
BERGEN COUNTY, NEW JERSEY

604 BROAD AVENUE  
RIDGEFIELD, NJ 07657



TELEPHONE  
201-943-5215

**RESIDENT PARKING APPLICATION**

**VEHICLE OWNER INFORMATION**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Ridgefield, NJ 07657

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**VEHICLE # 1 INFORMATION**

License Plate: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model #: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ VIN #: \_\_\_\_\_

**VEHICLE # 2 INFORMATION**

License Plate: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model #: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ VIN #: \_\_\_\_\_

**VEHICLE # 3 INFORMATION**

License Plate: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model #: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ VIN #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A COPY OF PROOF OF RESIDENCY / BUSINESS AND VEHICLE REGISTRATION MUST BE PROVIDED WITH THIS APPLICATION TO BE PROCESSED.**

**FOR OFFICE USE ONLY**

**VEHICLE 1 PERMIT #:** \_\_\_\_\_

**VISITOR PERMIT #:** \_\_\_\_\_

**VEHICLE 2 PERMIT #:** \_\_\_\_\_

**VEHICLE 3 PERMIT #:** \_\_\_\_\_

**RESIDENT PERMIT**

**TEMPORARY PERMIT**

**ACCEPTED DOCUMENTS**

**(CHECK ALL THAT APPLY)**

**NJ DRIVERS LICENSE**

**NJ MOTOR VEHICLE REGISTRATION AND INSURANCE POLICY**

**NJ MOTOR VEHICLE REGISTRATION AND LEASE AGREEMENT**

**PSE&G BILL**

**UNITED WATER BILL**

**OTHER (EXPLAIN)** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL PAYMENT ACCEPTED:** \_\_\_\_\_

## **RESIDENT PERMITS**

Proof of residency of the owner of a vehicle must be presented when applying for a permit. The following is acceptable proof of residency and one from each subsection must be provided:

- A copy of a valid New Jersey driver's license reflecting his/her address in the Borough of Ridgefield; and
- A copy of a valid New Jersey motor vehicle registration for the vehicle for which the permit is sought, showing his/her address in the Borough of Ridgefield along with a valid insurance policy showing all vehicles listed on the policy to that address or insurance card. In the case of a vehicle claimed to be leased and used by a Ridgefield resident, a copy of a valid motor vehicle registration and a copy of the automobile lease shall be presented to the Borough Clerk's Office in lieu of the New Jersey motor vehicle registration.
- A current PSE&G bill, United Water bill, or lease agreement. If the last name of the individual is different than that on the current PSE&G bill, United Water bill, or lease agreement provide copy of birth certificate showing name listed on above.

The resident's sticker is to be placed on the driver's side back of rear view mirror of the registered vehicle.

The Borough Clerk's Office shall have the authority to issue temporary resident permit parking stickers to persons claiming to be residents of the Borough but who have not yet changed their license or their motor vehicle registration to reflect the Ridgefield address and to any resident holding a current resident permit but whose car has been stolen or incapacitated and who is driving a temporary vehicle. The temporary sticker shall be valid for a period not to exceed 30 days, at which time the resident must obtain a permanent sticker by presentation of the proofs of residency set forth in Subsection D(2) above, in the case of new residents, and the temporary permit shall expire in the case of a temporary vehicle. Temporary permit parking stickers will also be issued to healthcare workers required to render in-home care for a Ridgefield resident. Doctor's note ordering care must accompany the request for a temporary permit. Said permit must be renewed monthly at no cost.

Contractors, service and delivery vehicles bearing the name and address of a commercial business may park without a permit during the time they are rendering service to a residence within the permit parking area.

Emergency vehicles and public service, telephone and other public utility vehicles may park within the permit parking area during the time they are rendering service or repairs within the area.

The Board of Education shall request an appropriate number of business permits to be distributed by the Board of Education to employees of Ridgefield schools who may be required to park on Borough streets prior to 9:00 a.m.

## **VISITOR PERMITS**

One (1) visitor permit will be issued per household at the annual cost of \$10.00 which can be obtained at the time of resident registration.

## **BUSINESS PERMITS**

Business establishments located in the Borough of Ridgefield may obtain business permits for any nonresidential employee of such business establishment who commutes to work by automobile in accordance with the provisions of this section. Ridgefield business establishments shall be deemed to include the Borough of Ridgefield and the Board of Education of the Borough of Ridgefield. Said permits to be valid only during normal business hours. In order to obtain such permits, the business establishments must present a letter to the Borough Clerk's Office verifying that there is no adequate off-street parking to the employee. The letter shall list the name of the employee, the vehicle identification number and license plate of the vehicle, the driver's license number, cell phone number, the employer and such other information as may be required by the Borough Clerk's Office. Employees must pick up their business parking permit at the Borough Clerk's Office with proof of employment at said business.

All written requests for business permits shall be executed by a responsible officer of the employer (or the Chief in the case of the Borough of Ridgefield or the Superintendent in the case of the Ridgefield Board of Education). The Borough Clerk's Office shall be entitled to obtain periodic verification of all relevant information and shall have the power to invalidate or not renew any business permit issued pursuant to this section if the information indicates non-entitlement to the business permit or requested information to verify entitlement is not furnished.

These permits shall be issued in the discretion of the Borough Clerk's Office.

## **FEES**

Resident parking permit fee is \$5.00 per permit. Businesses shall be charged \$10.00 per year for each business permit issued, payable upon issuance of the permit, except the Borough and Board of Education. Visitor parking permit fee is \$10.00 per year; limited to one (1) permit per household. Replacement parking permit fee is \$100.00 and must be accompanied by a police report for the lost or stolen parking permit.

## **TERMS OF PERMIT**

Resident permits expire 3 years from the date of issuance and must be renewed prior to the expiration date. Ridgefield Board of Education and business permits must be renewed annually.

## **VIOLATIONS & PENALTIES**

Any vehicle parked without a valid resident permit or business permit shall be subject to a parking fine of \$28.00 for each part of a twenty-four-hour period that said vehicle is parked in violation of this article. Persons in possession of residential or business permits who misuse them are subject to revocation of the permit for up to one year and a fine of \$100.00. Any vehicle parked with a counterfeit permit shall be subject to a fine of \$250.00. Any vehicle parked with an expired permit shall be subject to a fine of \$28.00.

Any vehicle parked in violation of this Article after 72 hours shall be towed at the owner's expense.