



**HOBOKEN DEPARTMENT OF TRANSPORTATION & PARKING**  
94 Washington Street | Hoboken | New Jersey | 07030 | 201.653.1919 | www.hobokennj.org

# City Employee Parking Permit Application

**PLEASE READ: VALIDATED DAILY PARKING IN HUDSON STREET GARAGE IS AVAILABLE TO ALL CITY EMPLOYEES WITHOUT APPLICATION. HPU OPERATING HOURS ARE FROM 8:15 AM TO 9:30PM MONDAY THROUGH FRIDAY. USE THIS FORM ONLY TO REQUEST GARAGE DOOR TRANSPONDER OR ON-STREET PLACARD FOR SPECIAL NEEDS OUTSIDE THESE HOURS.**

Date: \_\_\_\_\_

**EMPLOYEE INFORMATION:**

Name: \_\_\_\_\_  
(LAST NAME) (FIRST NAME) (MIDDLE INITIALS)

Title: \_\_\_\_\_ Department: \_\_\_\_\_ Division: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Email: \_\_\_\_\_

Regular Working Hours: \_\_\_\_\_

**PERMIT INFORMATION:**

**Type of Parking Permit Requested:**

Garage Transponder

City Hall Perimeter Placard

**Purpose for Request (choose all that apply):**

- I am frequently required to work at City Hall during off-hours when HPU is closed
- I require immediate access to municipal vehicles/equipment located in garages
- I frequently must use my personal vehicle to visit various sites throughout the city
- I frequently must use my personal vehicle to make trips to/from City Hall throughout the day
- I attend special meetings in the evening at City Hall that extend beyond HPU operating hours
- I am a City Council member attending meetings at City Hall that extend beyond HPU operating hours
- Other (Please describe): \_\_\_\_\_

I, the undersigned, have read the employee parking permit guidelines and agree to follow them accordingly:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **APPROVALS SECTION** -----

Employee's Division Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Department Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Parking Utility Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

**Dawn Zimmer**  
Mayor

**Ian Sacs, P.E.**  
Director