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CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION

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BUSINESS ADMINISTRATOR

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**2019-2020 CITY HALL MAIN PARKING LOT POLICY
BOARD MEMBERS AND CITY EMPLOYEES**

Effective June 1, 2019, the policy for use of the City Hall Main Parking Lot directly behind/connected to the building at 280 Grove Street will be as follows:

1. In order to receive a hang tag, employees and or Board Members must fill out the City Hall Main Parking Lot application form (attached) and return it to the Business Administrator's Office along with a current copy of the employee's driver's license, insurance and registration. In the event that you have a new vehicle, please ensure that the new information and documents are provided to this office.
2. Hang tags will be issued to designated City Hall employees, at the discretion of the Office of the Business Administrator, and to Board Members and their staff for the City Hall Main Parking Lot. The hang tags are **non-transferrable** and may only be used by the designated City employee and/or Board Member or their staff.
3. Parking spaces are not reserved during any days and times not specifically mentioned here.
4. The hang tags must be displayed in the front windshield at all times of any vehicle parked in the City Hall lot.
5. Hang tags are only valid during the year indicated on the tag. New tags will be issued for future years.

For City Hall Employees Only

- The City Hall Main Parking Lot will be reserved for City Hall employees during regular business hours between 8AM and 5PM weekdays, except holidays and other days during which City offices are closed.
- Designated City Hall employees will receive a numbered parking spot and each hang tag will include the parking spot number. The hang tags may only be used to park one vehicle at a time in the lot and only for the parking space specifically designated.

For Board Members, Their Staff and Their Volunteers Only

- The City Hall Main Parking Lot will be reserved for members of public boards and any staff or volunteers supporting the members of the board or the board itself (e.g., aides, secretaries of board, etc.). Spaces for Board Members and their staff/volunteers will be first-come, first-served and shall only be during regular meetings nights at City Hall between 5PM and 10PM.
- **Board Members and their staff/volunteers** may park in any spot in the lot other than the assigned spots in the lot (e.g., Mayor, Councilmember, Corp. Counsel, etc.), but only during approved hours (5PM to 10PM on meeting nights).

Failure to adhere to the policies set forth above may result in ticketing and/or towing of improperly parked vehicles without notice. Please contact the Department of Administration with any further questions.