

THOMAS COX
CHIEF OF POLICE



500 MADISON STREET
P.O. BOX 271
CARLSTADT, NEW JERSEY 07072
201-438-4300 FAX: 201-939-4522
www.CarlstadtPolice.org

DEPARTMENT OF
POLICE
BOROUGH OF CARLSTADT

BERGEN COUNTY, NEW JERSEY

Carlstadt Residents,

The Carlstadt Police Department is now responsible for issuing Residential Parking Permits. As per Borough Ordinance 10-3.11b, all Borough Residents desiring to park their vehicles upon Borough streets between the hours of 2:00 AM and 9:00 AM are required to obtain a Resident Parking Permit. The process of obtaining a permit has changed and now requires applicants to submit their applications online; one application per vehicle. Each permit expires 1 year from the approval date and will require a new application to be submitted at that time. Reminder emails will be sent prior to the expiration date. Even those who currently have permits issued to their vehicles must complete an application. Below are the steps required to complete and submit your application.

1. Visit the Carlstadt Police Department website at www.carlstadtpolice.org.
 - a. For personal computers, scroll over the Permits Tab near the top of the page. A drop-down menu will appear. Please click on the Residential Parking Tab.
 - b. For mobile phones and tablets, tap the Menu button  at the top of the screen. Tap Resident Resources, then Residential Parking.
2. This will open another page on your web browser which will explain the various types of permits provided. The permit types are as follows:
 - a. Residential Parking Permit (Annual) – full time resident residing within the Borough,



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- b. Non-Resident (Up to 30 days) – issued to persons residing with Borough residents for a period up to 30 days (one time use).
 - c. Guest Permit (Temporary) – guests of residents staying overnight; permitted for only 30 submissions (vehicle locked out after 30 submissions)
 - d. Handicap Permit – for those requesting a Handicap Parking Space be installed at their residence; the space will not be assigned to the resident, but will be available for use by any person having a valid Disability Placard or license plate issued by the NJ Motor Vehicle Commission or other state, district or territory of the United State or Canada.
3. Locate the appropriate permit type you wish to apply for and click the associated [Parking Permit Application-PDLinx](#) link (highlighted in blue).
4. This will open the Parking Permit Application and you may now begin to enter your information. As you begin to enter your address, a drop-down list of addresses will appear. Please click on the appropriate address from the list. Failing to click on an address from the drop-down menu will prevent you from moving onto the next step, the “Select Permit Type” and you will not be able to complete your application.
 - a. Residents who already have a permit applied to their vehicle can enter the current permit number at the top of the application.
5. Next, upload digital copies of your **driver’s license, vehicle registration, proof of insurance and proof of residency**. To do so, click on the “Choose File” button and locate the appropriate documentation from your device to be uploaded. Once all proofs have been uploaded, you may now submit the application.
6. Once submitted, the application will be forwarded to members of the Carlstadt Police Department Traffic Enforcement Unit for review. Once reviewed, you will be contacted via email to set up a day and time for you to respond to police headquarters and have your permit applied to your vehicle.

Any questions or concerns with the application process can be forwarded to the Carlstadt Police Department Traffic Enforcement Unit at traffic@carlstadtpolice.org.

Thank you,

P.O. William Pangaro