

**NEW HOPE BOROUGH-OWNED NON-METERED LOTS**  
**RULES AND REGULATIONS FOR PERMIT PARKING**

1. All permit holders must park in their assigned parking spaces. If your assigned parking space is taken by another vehicle, please call the New Hope Police Department at 215-348-7400 or call the Parking Enforcement Officer phone at 215-669-9429, during the hours of 10:00AM – 9:00 PM., to arrange for an alternate parking space. Do not, under any circumstances, attempt to have the other vehicle towed from the Borough-owned parking lot. Only the Police Department can authorize the towing of a vehicle from a Borough parking lot.
2. When parked in your assigned parking space, the parking permit must be placed on the driver's side windshield above the state inspection/emissions stickers. (Failure to place the permit on the designated location will result in a ticket being issued, even if you are parked in your own space!)
3. Permit holders may not duplicate parking permits.
4. The number on the permit MUST match the number on the space marker.
5. Cars must be parked within the lines/boundaries of the assigned space.
6. It shall be unlawful to park or occupy any space or area for which a valid permit is not issued.
7. Delivery persons, vendors and solicitors may not use Borough-owned parking lots.
8. Ownership of parking permits may not be transferred. Permits are for the exclusive use of the individual or corporation, or their designee, listed on the permit. Transferring ownership of the parking permit may result in termination of the parking permit.
9. The Borough will not issue duplicate parking permits, except for lost, stolen or damaged permits. Lost, stolen or damaged permits must be reported in writing to the New Hope Borough Police Department within 72 hours of said loss. In cases of loss or theft, an affidavit explaining the loss or theft should accompany the report. The New Hope Borough Police Department will issue a replacement parking permit upon receipt of the permit holder's written report and affidavit and there will be a \$5.00 replacement fee for a new parking permit. You must provide all legal vehicle documentation and a valid driver's license when obtaining the new parking permit.
10. Any property owners who sublet parking spots from the Borough and issues parking permits to others, i.e.; employees, tenants, etc., must be aware that when said occupants vacate their parking spots, it is the responsibility of the property owner who distributes the parking permits to obtain the permits from the party before they vacate. The old permits should be turned in to the New Hope Police

Department Violations Clerk for destruction and exchange for a new parking permit. A \$5.00 fee will be applied for the issue of a new parking permit.

11. The Borough of New Hope reserves the right to make any changes or additions/deletions to these rules/regulations as deemed necessary and will notify permit holders of any changes.

12. The permit holder of record will be responsible for the dissemination of this and any subsequent information regarding the use of permit parking spaces to any person he or she, in turn, authorizes to use his or her assigned parking space.

13. Vehicles should be locked at all times. New Hope Borough shall not assume liability for auto accessories or articles left in a vehicle. No liability shall be assumed by the Borough for loss or damage by fire, theft or any other cause to, or by the vehicle, while parked at a Borough parking lot. Parking is entirely at the permit holder's risk.

14. Vehicles must park head on into parking spaces. Failure to follow this rule will result in issuance of a parking ticket.

15. There shall be no refunds or rebates for any permits and no prorating.

16. Upon notice of this agreement, the permit applicant agrees to supply the following information to the Violation's Clerk and also agrees to complete this application in its entirety. Applicant must provide a Valid Driver's License, Valid Vehicle Registration and Valid Vehicle Insurance Card. The applicant also agrees to supply the clerk with the above information of the permit holder when applicants are requesting parking permits for their tenants and employees. It is the applicant's responsibility to obtain this information when sub-leasing spots and forward this information to the Violations Clerk to maintain proper records within our database. Failure to comply may result in the permit being void and violators may incur parking tickets on vehicles not properly registered with the department.

17. Payment for parking permits are expected on a timely basis. All payments for leased parking spots are due after the 15<sup>th</sup> day of the prior month to renewal and before the 1<sup>st</sup> day of the beginning of the new quarter; you also have the option to pay for the entire year in advance. For fee inquiries, go to [www.newhopepd.org](http://www.newhopepd.org). The quarterly schedule is as follows;

**January – March, April – June, July – September, October – December.** Failure to pay after the 5<sup>th</sup> day of the month, at the beginning of each quarter, will result in the vehicle receiving parking ticket violations, which the vehicle owner will be held responsible to pay.

18. No permit holder may store any vehicle, equipment or any other materials in a leased parking spot. Exceptions are made in the South Main Street for dumpsters, at the discretion of the Chief of Police.

Lot: \_\_\_\_\_ Spot #: \_\_\_\_\_

***I have read and understand these Rules and Regulations and by my signature agree to abide by them.***

**Please return this page with the appropriate signatures and date to:**

New Hope Borough Police Department - 125 New Street, New Hope, PA 18938

*Print-Name of Permit Holder:*

\_\_\_\_\_

(PRINT - First & Last Name)

**Please check one:** \_\_\_\_\_ lessee \_\_\_\_\_ home owner

*Signature-Name of Permit Holder:*

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Physical address and mailing address, if different)

Cell Phone Number: \_\_\_\_\_

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

Emergency Contact Name: \_\_\_\_\_

**Please provide the following required documentation upon applying for your parking permit for verification purposes only:  
Valid Driver's License, Vehicle Registration and Vehicle Insurance Card**

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ PA or NJ (Circle one) or other: \_\_\_\_\_

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

Insurance Insurance Company Name: \_\_\_\_\_

Valid Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Registration Valid Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Check here that valid driver's license was checked to verify that the address on permit application is correct.

