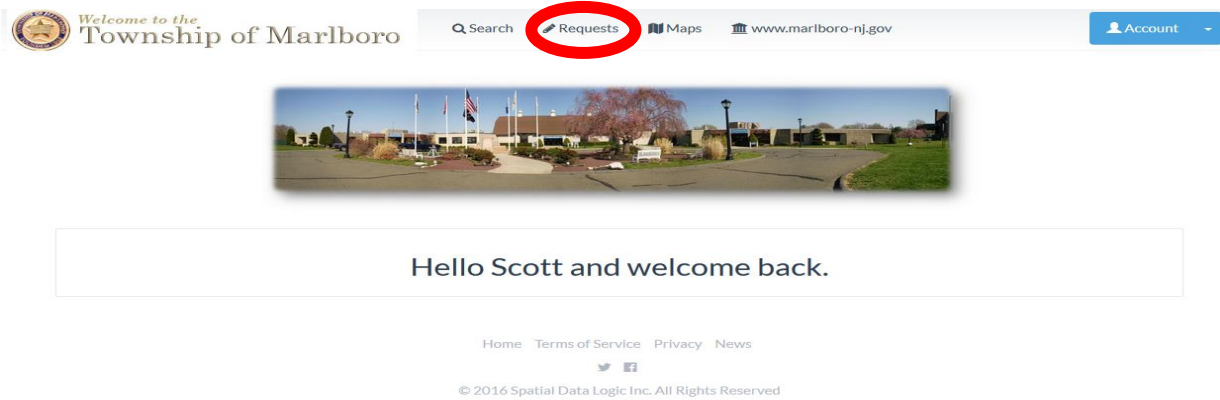
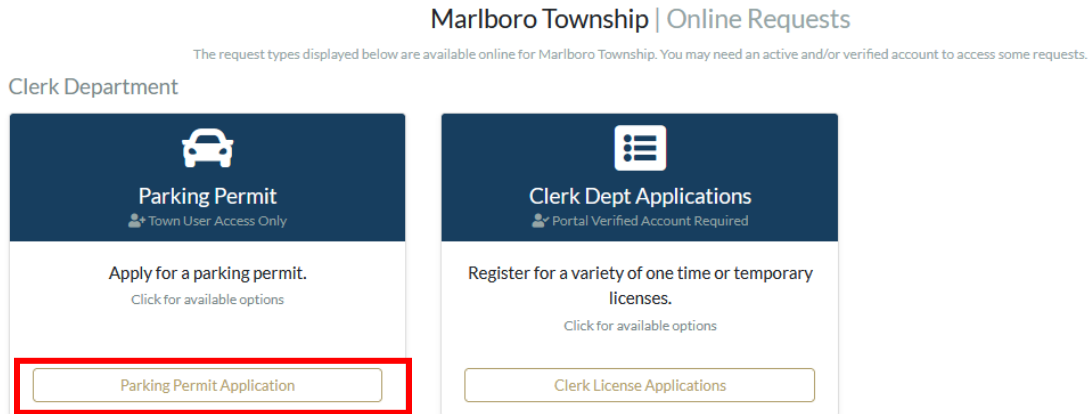


1) At the top of the page (<https://www.sdlportal.com/towns/nj/monmouth/marlborotwp>), choose Requests



2) From the 'Requests' page, find the section for Clerk Department and in the Parking Permit section, hit the "Parking Permit Application" button to start a new application



3) On the Parking Permit application page, choose the desired Parking Lot from the drop-down menu to begin the application.

The image shows a form titled "Include your parking permit application details". It has two columns. The left column has a "P" icon and the text "Select the parking permit you need", and a "M" icon with the text "Add any additional comments or notes". The right column has a "Parking Permit Options*" label above a dropdown menu showing "Cambridge Square" with a downward arrow. Below that is a text area labeled "Your comments or notes" with a small "..." icon at the bottom right.

4) Continue filling out the information as indicated. All the Insurance and Vehicle information is required. If registering multiple vehicles, change the number of vehicles in the drop-down menu. Applicant information will default to the information setup in your account profile. Verify the information is filled out, correct, and accurate.

🚗 Add your Vehicle and Insurance information

🗨️ Insurance Information

Insurance Provider*
 ⓘ
Required

Policy #*
 ⓘ
Required

Phone Number*
 ⓘ
Required

🚗 Vehicle Information

Vehicles you would like to add: ⓘ

License Plate*
 ⓘ
Required

Model*
 ⓘ
Required

Year*
 ⓘ
Required

Color*
 ⓘ
Required

👤 Applicant information

🗨️ Applicant contact information

First Name*

Last Name*

Email*

Phone Number*

Mobile Phone

🏠 Applicant address

Street Address*

Secondary Street Address

City*

State*
 ⓘ

Zip Code*

5) As per the website page, a valid and current Utility Bill, Vehicle Registration, and Insurance card are required. With a digital copy of each, use the Upload buttons accordingly to provide these documents.

📄 Parking Permit Documents

📁 Your documents

Utility Bill **Required**
Please upload a copy of a recent utility bill showing your application name and address.

Vehicle Registration **Required**
Please upload a copy of the most recent vehicle registration showing your application name and address.

Vehicle Insurance Card **Required**
Please upload a copy of your most recent vehicle insurance card showing your application name and address.

6) With all the above fields in the application form completed, to finalize and submit the application, hit the 'Submit Request' button. The button will change to show that the application has been submitted. A confirmation page can be printed and this request can be viewed from your Profile page as well.

Confirm your information and submit your request

Please contact a town official if you have questions regarding your request. Please note: Most requests require a town official to verify the information submitted and it may take several days to several weeks for the request to be processed depending on the type of request submitted.

Review your information

To: Marlboro Township
From: Scott Queller (squeller@marlboro-nj.gov)
Parking Permit Type: CAMBRIDGE SQUARE
Files: 3 files

Submit your request

Submit Request

After you submit your request you should:

- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- You can monitor the progress of all of your requests from your [Account Page](#)

7) **Following the submittal, an employee will receive a notification of your application and must process it internally and you will receive follow-up after this application is processed. If your application is valid and a spot is available in the selected Parking Lot, you will receive a Payment Request to pay online in order to receive a Permit. Once payment is received, your permit will be mailed to you. If a spot is not available, you will be put on the wait list.**