



TOWNSHIP OF LONG HILL

HOW TO APPLY FOR PARKING PERMIT ONLINE

1. Visit www.longhillnj.gov. Click on “Click to Purchase Parking Permit on homepage of the website.

Thursday, November 30, 2023

Township of Long Hill

915 Valley Road • Gillette, NJ, 07933 • 908-647-8000 • Fax 908-647-4150

Town Hall Municipal Building Office Hours
Monday, Tuesday, Thursday: 8:30am - 4:30pm
Wednesday: 8:30am - 6:30pm Friday: 8:30am - 2:30pm

Home Departments Government Documents / Forms Community Calendar Contact

Township Committee Meeting Videos, Agendas, Minutes	Parking Permits	Dog License
2023 Long Hill DPW Saturday Hours	LHT Community Bus	Traffic Complaint
LHTV Bulletin Board	Affordable Housing	Land Diversion
		OPRA/OPMA

Alert LongHill

Register for Township e-News Updates

Town Planner
Half Staff Flag Orders

Online Tax Payments

Click to Purchase Parking Permit

Survey of Sanitary Sewer and Manholes - Long Hill Wastewater Collection System (posted 11/1/23)

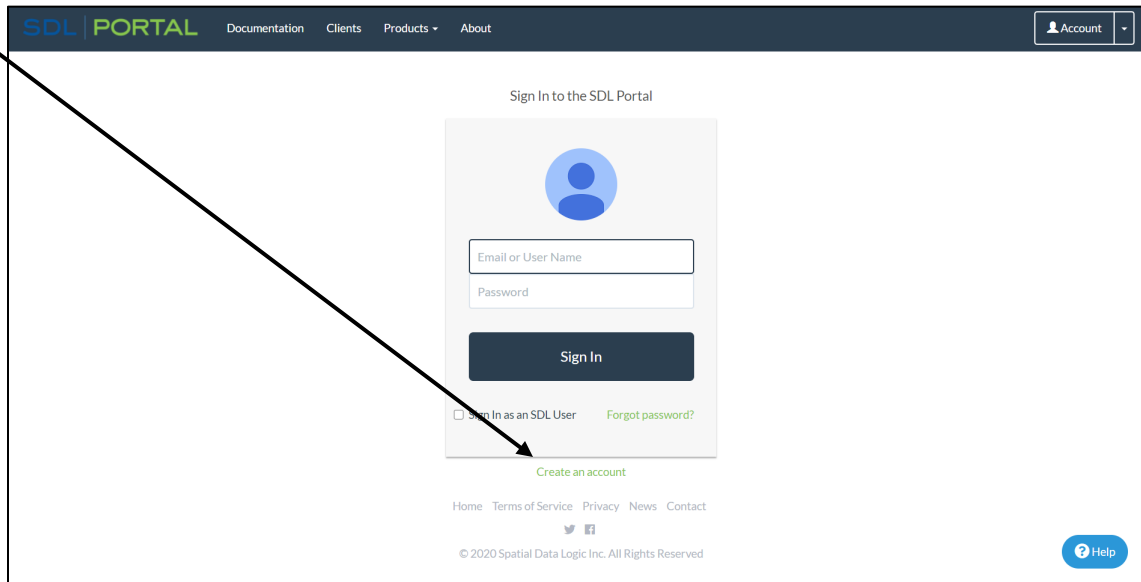
2023 Master Plan DRAFT

The federal government is offering each residential household 4 FREE Covid-19 test kits to be shipped on or after October 2nd, 2023. Please refer to this link to place your order and for any additional details: <https://www.covid.gov/tests>. (posted 9/26/23)

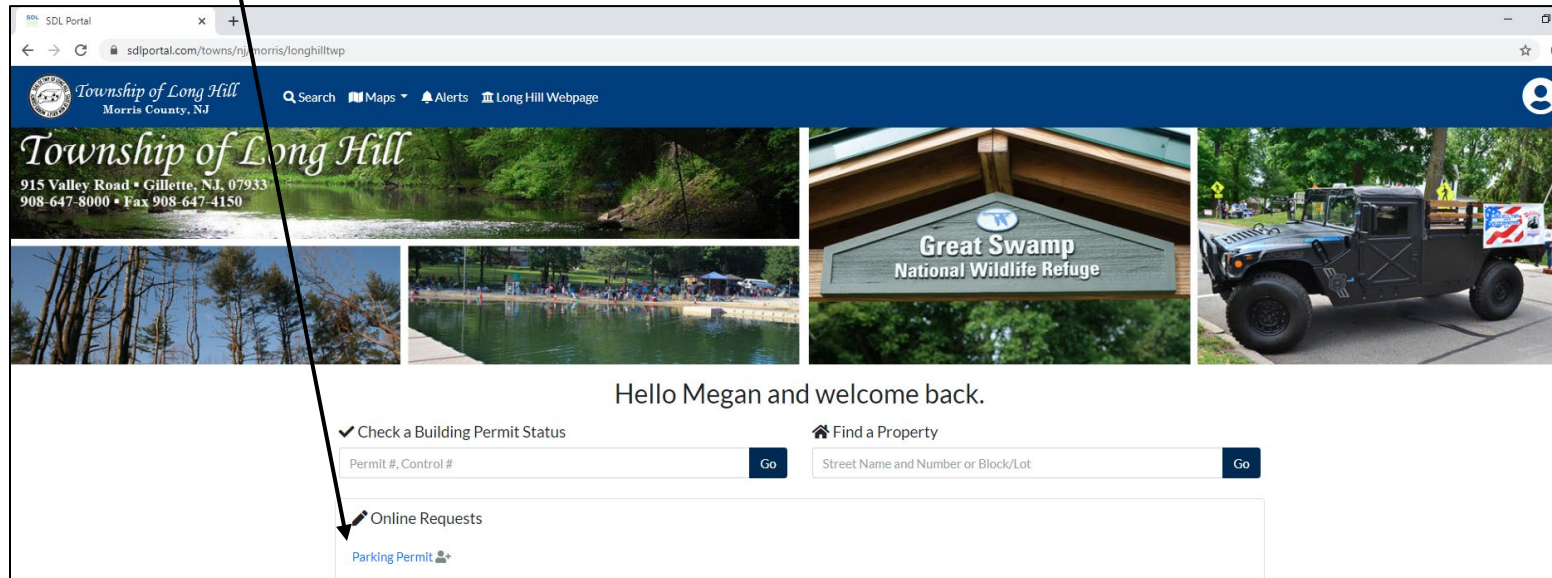
White-Tailed Deer Management Program (posted 8/22/23)

Morris County Housing Rehabilitation Program (posted 8/8/23)

2. Next Create an Account.



3. Once your account is set up you can apply for a parking permit. Below you will see a picture of the homepage with ONLINE REQUEST – PARKING PERMIT. Click PARKING PERMIT.



4. Below is the Parking Permit application. Please fill out completely.

Long Hill Township | Parking Permit

Details Vehicle Applicant Submit

Include your parking permit application details

Select the parking permit you need

Parking Permit Options*

2025 Gillette

Your estimated application fee: \$340.00 (starting in December). [Fee Schedule](#)

Your comments or notes

Add your vehicle information

Vehicle Information

Vehicles you would like to add: 1

License Plate*	Lic PI State*	Model*	Year*	Color*
<input type="text" value="License Plate"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Required	Required	Required	Required	Required

Applicant information

- a. Click the drop down menu to select the specific Parking Lot you are looking for – (3) options – GILLETTE, STIRLING, and MILLINGTON.

Long Hill Township | Parking Permit

Details Vehicle Applicant Submit

Include your parking permit application details

Select the parking permit you need

Add any additional comments or notes

Parking Permit Options*

- 2025 Gillette
- 2025 Millington
- 2025 Stirling
- Daily Gillette
- Daily Stirling

- b. Next you will be prompted for vehicle insurance and vehicle information. Click the drop-down menu to add up to 3 vehicles.

mp/requests/parkingPermit

Maps Alerts Long Hill Webpage

Add your Vehicle and Insurance information

Insurance Information

Insurance Provider*

Insurance Provider

Required

Policy #*

Insurance Policy Number

Required

Phone Number*

Insurance Provider Phone Number

Required

Vehicle Information

Vehicles you would like to add: 3

License Plate*	Model*	Year*	Color*
License Plate			
Required	Required	Required	Required
License Plate 2*	Model 2*	Year 2*	Color 2*
License Plate			
Required	Required	Required	Required
License Plate 3*	Model 3*	Year 3*	Color 3*
License Plate			
Required	Required	Required	Required

Applicant information

First Name*

Last Name*

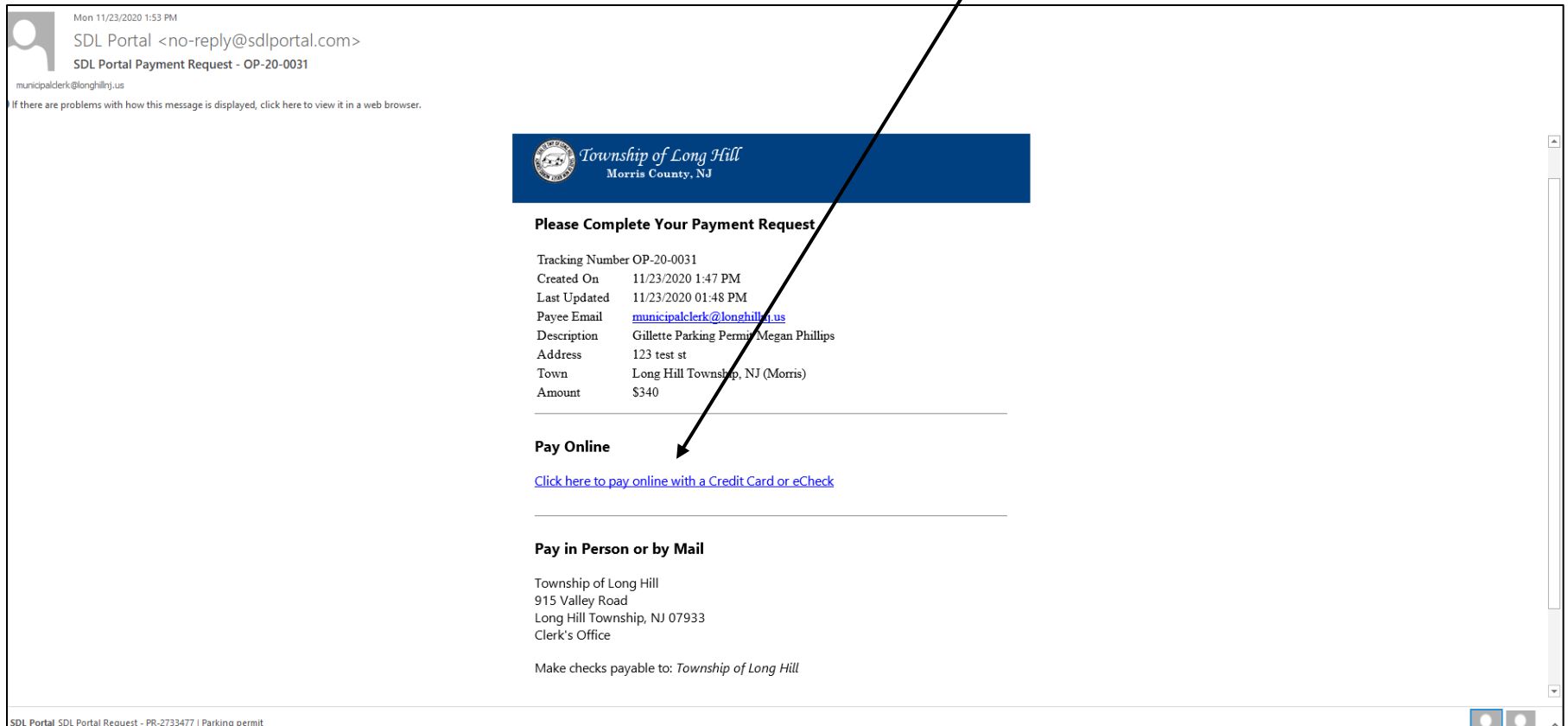
5. Scroll down to the bottom and you will see the option to "SUBMIT REQUEST"

The screenshot shows the 'Township of Long Hill' SDI Portal. The page title is 'Confirm your information and submit your request'. The 'Applicant address' section includes a text input for '123 test st', a dropdown for 'City' (Long Hill Township), a dropdown for 'State' (NJ), and a text input for 'Zip Code' (12345). Below this is a blue 'Submit Request' button. A black arrow points from the text '5. Scroll down to the bottom and you will see the option to "SUBMIT REQUEST"' to the 'Submit Request' button.

6. You will receive confirmation that your request has been submitted and a tracking number in case you have questions on status.

The screenshot shows the confirmation page. The title is 'Confirm your information and submit your request'. A green checkmark icon is next to the text 'Your request was submitted'. Below this, it says 'Thanks! Your request has been submitted.' and 'Your Parking Permit request has been sent and Request PR-2733477 has been created.' There are two buttons: 'Print Confirmation' and 'Create Another Request'. A black arrow points from the text '6. You will receive confirmation that your request has been submitted and a tracking number in case you have questions on status.' to the tracking number 'PR-2733477'.

7. Once the application is reviewed by the Clerk's office you will receive an email to complete payment. Example of email below.



Long Hill Township | Online Payment
OP-20-0031 | Status: Payment Requested



<p>Created 11/23/2020 1:47 PM</p>	<p>Last Updated 11/23/2020 01:49 PM</p>														
<p>Payment OP-20-0031</p>	<p>Location</p>														
<table border="1"> <tr><td>Tracking Number</td><td>OP-20-0031</td></tr> <tr><td>Created On</td><td>11/23/2020 1:47 PM</td></tr> <tr><td>Last Updated</td><td>11/23/2020 01:49 PM</td></tr> <tr><td>Payee Email</td><td>municipalclerk@longhillnj.us</td></tr> <tr><td>Description</td><td>Gillette Parking Permit Megan Phillips</td></tr> <tr><td>Address</td><td>123 test st</td></tr> <tr><td>Amount</td><td>\$340</td></tr> </table>	Tracking Number	OP-20-0031	Created On	11/23/2020 1:47 PM	Last Updated	11/23/2020 01:49 PM	Payee Email	municipalclerk@longhillnj.us	Description	Gillette Parking Permit Megan Phillips	Address	123 test st	Amount	\$340	
Tracking Number	OP-20-0031														
Created On	11/23/2020 1:47 PM														
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Payee Email	municipalclerk@longhillnj.us														
Description	Gillette Parking Permit Megan Phillips														
Address	123 test st														
Amount	\$340														
<p>Pay Online with a Credit Card or eCheck</p>	<p>Pay in Person or by Mail</p>														
<p>Online payment is processed through a secure third party site. You will be redirected to that site when you start the payment process.</p> <p style="text-align: center;">Proceed to online payment</p>	<p style="text-align: center;">Township of Long Hill 915 Valley Road Long Hill Township, NJ 07933 Clerk's Office</p> <p style="text-align: center;">Make checks payable to: <i>Township of Long Hill</i></p>														

- You have the option to complete the payment via credit card and online which will look like the screen below. (Please be advised there is a convenience fee.) If you do not want to pay online, please submit payment in the Town Hall drop box or mail 915 Valley Road, Gillette, NJ 07933.

Cart Summary

Please review your cart summary and note the non-refundable service fee that will be added to your transaction.

Payment Item	Reference Number	Amount
Parking Fees Online	Parking Permit Fee	\$340.00
MunicipiPay*Service Fee Township of Long Hill, NJ (non-refundable)		\$9.01
Total:		\$349.01



Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)

Key Enter Card



First Name*

Last Name*

Email Address*

Street Address*

City* State* Postal Code* Phone Number*

Card Number* Exp. Month* Exp. Year* Card Sec. Code*

9. Once payment is received the parking permit will be mailed out.

***Please remember parking permits are on a first-come - first-served basis. Tracking will be based on the application to come in first. Payment must be received by Friday, December 6, 2024, or you lose your spot and will need to contact the Clerk's office for availability.