



TOWNSHIP OF LONG HILL

HOW TO APPLY FOR PARKING PERMIT ONLINE

1. Visit www.longhillnj.org. 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)

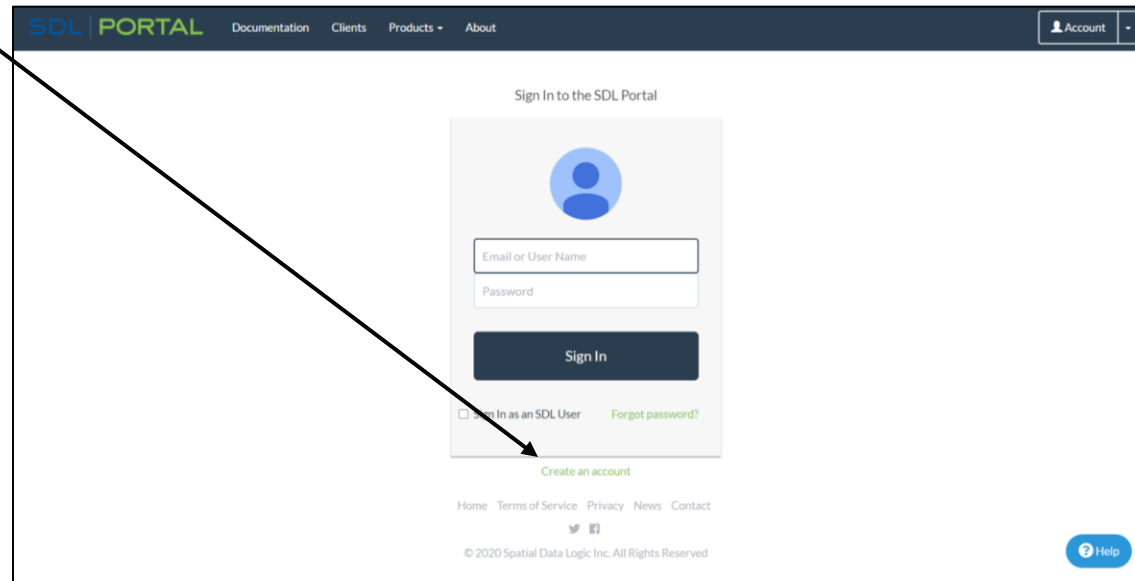
2023 Master Plan DRAFT

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)

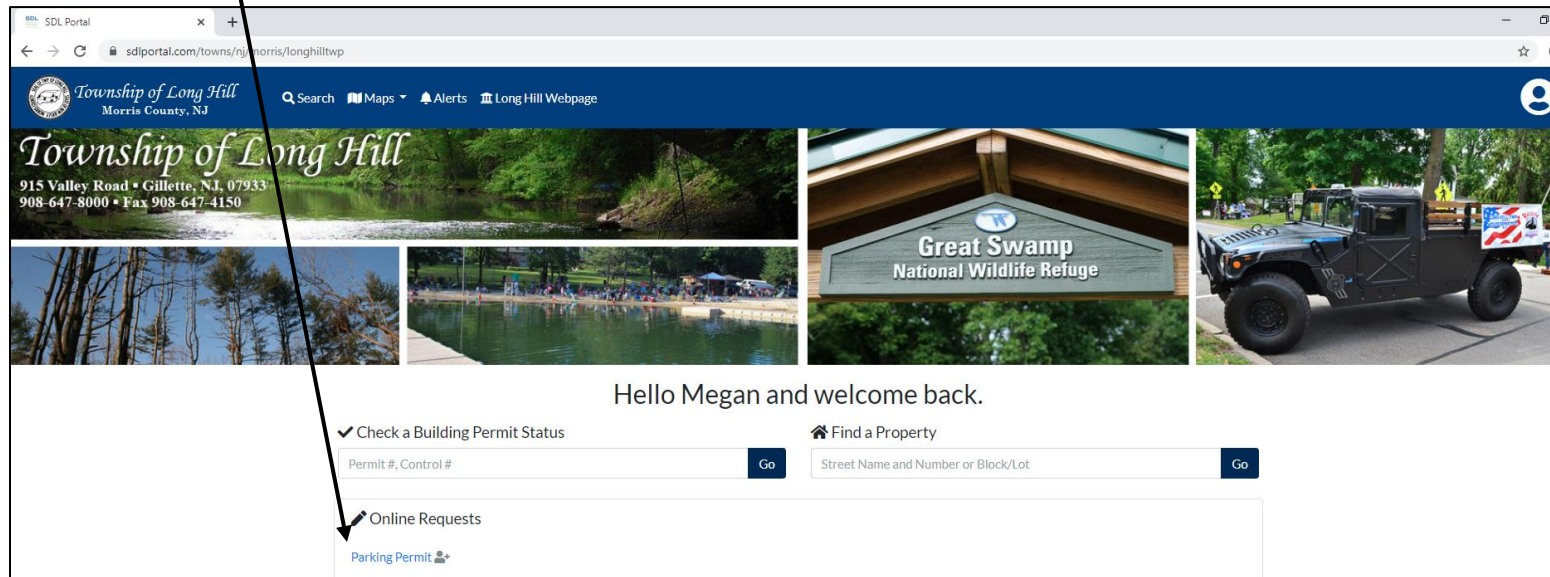
Morris County Housing Rehabilitation Program (posted 8/8/23)

2. Next Create an Account.



The screenshot shows the SDL Portal login interface. At the top, there is a navigation bar with links for Documentation, Clients, Products, and About, along with an Account dropdown. The main heading is "Sign In to the SDL Portal". Below this is a sign-in form with fields for "Email or User Name" and "Password", and a "Sign In" button. A link for "Forgot password?" is also present. At the bottom of the form, there is a link to "Create an account". An arrow from the instruction points to this link. The footer includes links for Home, Terms of Service, Privacy, News, and Contact, as well as a copyright notice for 2020 Spatial Data Logic Inc.

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.



The screenshot shows the homepage of the Township of Long Hill. The header includes the township name, address (915 Valley Road, Gillette, NJ), and contact information. Below the header is a banner image of a pond. The main content area features a greeting "Hello Megan and welcome back." and two search bars: "Check a Building Permit Status" and "Find a Property". Below these is a section titled "Online Requests" with a link to "Parking Permit". An arrow from the instruction points to this link. The footer includes a copyright notice for 2020 Spatial Data Logic Inc.

- 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*

2024 Gillette

2024 Gillette
2024 Millington
2024 Stirling
Daily Gillette
Daily Stirling
Your comments or notes

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

sp/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*

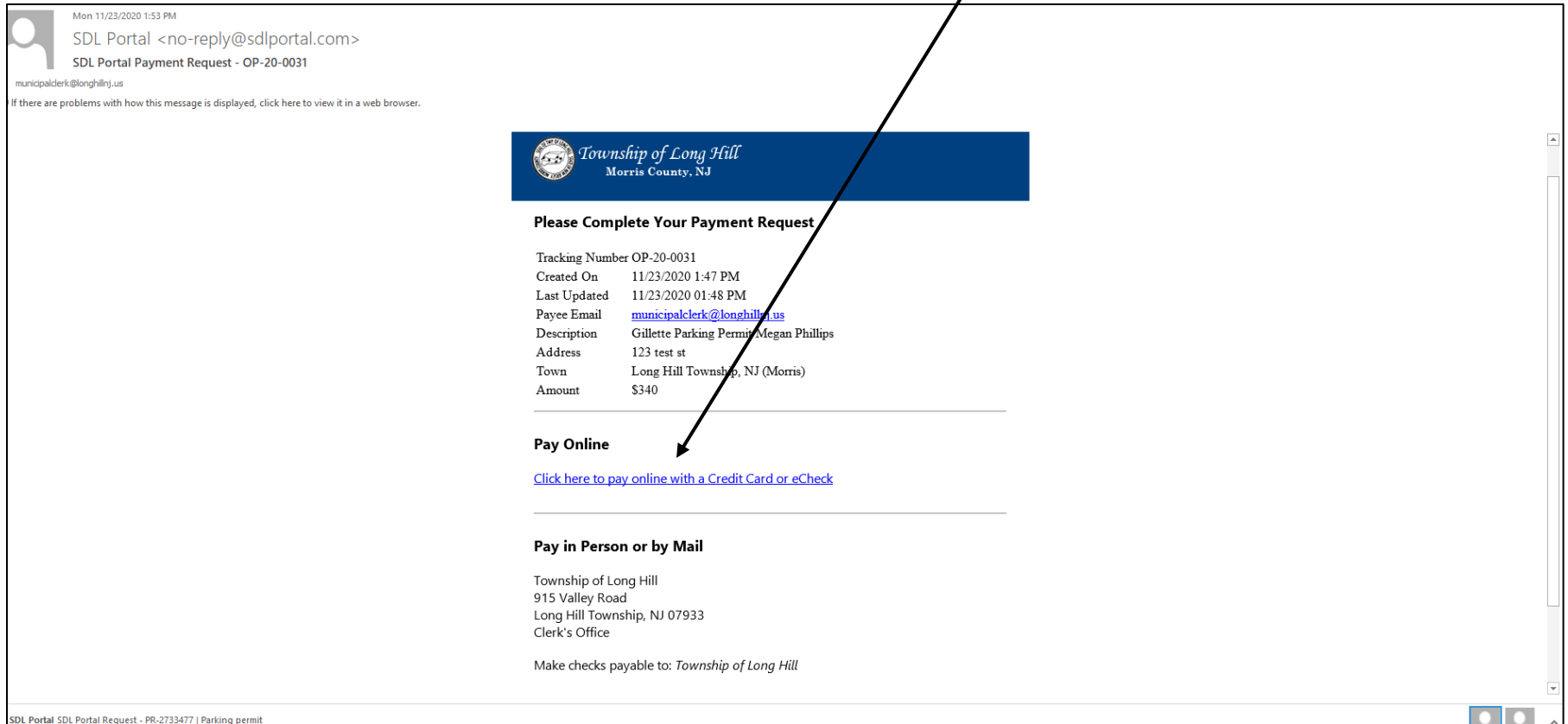
5. Scroll down to the bottom and you will the option to “SUBMIT REQUEST”


The screenshot shows the 'SDL Portal' for the Township of Long Hill, Morris County, NJ. The page is titled 'Parking Permit' and includes a search bar, maps, alerts, and a 'Long Hill Webpage' link. The main form area is titled 'Confirm your information and submit your request'. It contains a section for 'Applicant address' with fields for '123 test st', 'City*' (Long Hill Township), 'State*' (NJ), and 'Zip Code*' (12345). Below this is a 'Review your information' section with a 'Submit your request' button. A blue arrow points from the text '5. Scroll down to the bottom and you will the option to “SUBMIT REQUEST”' to the 'Submit Request' button. The page also includes a '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.' and a list of instructions for what to expect after submission.

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 titled 'Confirm your information and submit your request'. It includes a message: '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.' Below this is a 'Review your information' section with a green checkmark and the text 'Your request was submitted'. To the right, there is a confirmation email preview: 'To: Long Hill Township, From: Megan Phillips (municipalclerk@longhillnj.us), Parking Permit Type: GILLETTE'. Below the email preview, it says 'Thanks! Your request has been submitted. Your Parking Permit request has been sent and Request PR-2733477 has been created.' At the bottom, there are two buttons: 'Print Confirmation' and 'Create Another Request'. A blue 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 'Print Confirmation' button. The page also includes a list of instructions for what to expect after submission.


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





Township of Long Hill
Morris County, NJ

Search
Maps
Alerts
Long Hill Webpage

Hello, Megan


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

Payment Requested
Payment Received
Payment Accepted

Created

11/23/2020 1:47 PM


Last Updated


11/23/2020 01:49 PM

Payment OP-20-0031

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


Location



 Pay Online with a Credit Card or eCheck

Online payment is processed through a secure third party site. You will be redirected to that site when you start the payment process.

Proceed to online payment

 Pay in Person or by Mail

Township of Long Hill
915 Valley Road
Long Hill Township, NJ 07933
Clerk's Office

Make checks payable to: Township of Long Hill

8. 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
MuniciPay*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)

Cancel

Next

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 completed 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 8, 2023 or you lose your spot and will need to contact the Clerk's office for availability.