

## Policy for Requests to Park Vehicles Overnight in a Borough-Owned Lot

Hatfield Borough Ordinance No. 445 prohibits vehicles from remaining parked on the grounds of or in the parking lot of a Borough park between dusk and dawn. Vehicles may remain on the grounds or in the parking lot only with the previous approval of the Borough Manager or Borough Council.

In order to park a vehicle overnight in a Borough-owned lot, the Borough Manager or Borough Council must approve the following application in advance. Although the Borough Manager will review routine requests of one (1) evening to two (2) weeks, Borough Council will schedule unusual requests for consideration at their next regularly scheduled meeting. Approved requests may only receive one extension in advance, no greater than the timeframe specified within the original request. All requests and extensions must be in writing utilizing the following format.

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

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

Applicant's Daytime Phone Number: \_\_\_\_\_

Reason for Requesting Overnight Parking: \_\_\_\_\_

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

Dates for Overnight Parking: \_\_\_\_\_ to \_\_\_\_\_

License Plate of Vehicle in Question: \_\_\_\_\_

---

### Permission to Park a Vehicle Overnight in a Borough-Owned Lot

Upon approval, this portion of the request application should be removed and placed on a visible portion of the front dashboard of the vehicle during the times it is parked in the Borough-owned lot.

Permissible Dates for Overnight Parking: \_\_\_\_\_ to \_\_\_\_\_

License Plate of Vehicle in Question: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Borough Manager or  
Council President