



Office of the Township Clerk | Township of Montclair
205 Claremont Avenue | Montclair, New Jersey 07042
Telephone: 973-509-4900 | Fax: 973-509-0874
Email: towing@montclairnjusa.org

APPLICATION FOR TOWING OPERATOR PERMIT

Completed applications shall be returned to the Office of the Township Clerk along with an insurance certificate in compliance with Township Code §322-12, which currently requires garagekeepers liability policy covering fire, theft and explosion in the minimum amount of twenty five thousand (\$25,000.00) and collision coverage subject to a maximum deductible of one hundred dollars (\$100.00), with each accident deemed a separate claim; garage liability policy covering the operation of the applicant's business, equipment and vehicles for any bodily injury or property damage in the minimum amounts of five hundred thousand dollars (\$500,000.00) for any one person killed or injured and one million dollars (\$1,000,000.00) for more than one person killed or injured in any one accident. The policy shall also provide for coverage in the minimum amount of ten thousand dollars (\$10,000.00) for all damage arising out of injury to or destruction of property and must contain an endorsement providing for 20 days' notice to the Township in the event of any material change or cancellation. All permittees must have sufficient storage areas on their own premises, which must be located within the Township of Montclair or within a two-mile radius of the northeast corner of the intersection of Bloomfield Avenue and Valley Road, to store not fewer than 50 towed vehicles, and the applicant shall have sufficient available space for properly accommodating and protecting all disabled motor vehicles to be towed or otherwise removed from the place where they are disabled. The disabled vehicles shall not be stored or allowed to remain on public property or Township streets or on property which is not zoned for such storage.

Each towing operator shall make available for service at least one wrecker to be at least one-ton capacity and must furnish police scanner radios, which shall be tied into the proper police frequency, in order to receive calls for service. In addition to the wrecker required above, the operator shall make available at least one heavy-duty wrecker of a minimum thirty-eight-ton capacity and at least one flatbed carrier with at least a two-car capacity for service during the term authorized by the permit.

This application must be reviewed by the Police Chief who shall be charged with the investigation of prospective permittees prior to the issuance of a towing operator permit. There will be fees due and payable to the Township of Montclair pursuant to Township Code §322-5 upon issuance of the towing operator permit by the Township Clerk. No portion of this fee shall be prorated for any part of the year. A permit issued under this chapter shall not be transferable. Each permittee shall submit, by the fifth day of each month, a detailed written report to the Police Chief indicating all vehicles towed the previous month and all towed vehicles currently stored. An administrative fee of twelve dollars (\$12.00) shall be paid to the Township for each vehicle towed in accordance with this chapter, said fee payable on a monthly basis upon the filing of monthly reports as required by §322-17 of the Township Code.

[§ 322-5 Issuance of permit; contents; term; fee.](#)

C. All permits shall expire on December 31 of the year issued, unless an earlier expiration date is indicated on the permit.

E. The registration fee for the issuance of a permit certifying compliance herewith and authorizing towing issued under this section shall be \$200.00. No portion of this fee shall be prorated for any part of the year.



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SECTION 1. APPLICANT INFORMATION

Business Name: _____
 Business Address: _____
 Full Name of Owner: _____
 Residence Address: _____
 Phone Number: _____ E-Mail: _____

SECTION 2. VEHICLE(S) INFORMATION

Vehicle No. 1

Yr./Make/Model: _____
 VIN: _____
 Attached? [] Registration [] Insurance Card

Vehicle No. 2

Yr./Make/Model: _____
 VIN: _____
 Attached? [] Registration [] Insurance Card

Vehicle No. 3

Yr./Make/Model: _____
 VIN: _____
 Attached? [] Registration [] Insurance Card

Vehicle No. 4

Yr./Make/Model: _____
 VIN: _____
 Attached? [] Registration [] Insurance Card

Vehicle No. 5

Yr./Make/Model: _____
 VIN: _____
 Attached? [] Registration [] Insurance Card

Vehicle No. 6

Yr./Make/Model: _____
 VIN: _____
 Attached? [] Registration [] Insurance Card

Additional vehicle information attached? [] Yes [] No

SECTION 3. STORAGE INFORMATION

Storage location for wreckers and cars: _____
 Sufficient space to store not fewer than 50 towed vehicles? [] Yes [] No

SECTION 4. INSURANCE INFORMATION

Liability Ins. Co.: _____ Policy No.: _____ Exp. Date: _____

SECTION 5. AGREEMENT

I am an authorized agent of the applicant listed in Section 1 of this application. Applicant agrees to be available for service or on call 24 hours a day and to abide by the fees contained in this chapter. Applicant consents to appointment of the Township Clerk as the applicant's true and lawful attorney for the purpose of acknowledging service out of any court of competent jurisdiction to be served against the applicant.

Name: _____ Signature: _____ Date: _____

***** FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE *****

	APPROVED	SIGNATURE (please include name if designee)	DATE	COMMENTS
Police Chief or designee	[] Yes [] No			
Staff member issuing permit (Clerk's Office)		Permit No.	Issue Date	Distribution (copy of permit) [] Police Department
				Staff initials