

CITY OF NAPERVILLE COMMUTER PARKING RULES AND REGULATIONS

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INTRODUCTION

The City of Naperville commuter parking regulations are established in the Municipal Code. The code provides for the City Manager to enact Rules and Regulations to implement the code provisions and inform commuters of parking policies. The City of Naperville Commuter Parking Rules and Regulations outline the City's parking policies for commuter parking spaces, motorcycle/scooter parking and bicycle parking at the Naperville and Route 59 Metra Stations.

The Rules and Regulations shall be made available on the City of Naperville website. Copies of the rules will be provided upon request. The City reserves the right to amend these regulations without notice.

Questions regarding these Rules and Regulations may be directed to the City of Naperville Commuter Call Center at (630) 305-5330. Commuter services are also available through the City of Naperville Transportation, Engineering, and Development Business Group, located on the Second Floor of the Naperville Municipal Center (400 S. Eagle Street).

DAILY FEE PARKING RULES AND REGULATIONS

Daily fee parking spaces are available at the Naperville and Route 59 Metra Stations for use by commuters on a first come, first served basis. All spaces are daily fee and must be paid for by the vehicle's license plate. All commuters must park in designated commuter parking spaces. Please see the links to the maps posted on the city's [commuter parking webpage](#).

Daily Fee Payments

Once parked, commuters must pay the appropriate fee at the pay machines located near the station platforms or by phone or mobile app. Payment must be made at the time the vehicle is parked. It is the commuter's responsibility to enter the correct license plate and PayByPhone zone number when making the payment. Failure to enter the correct license plate or pay immediately may result in a parking citation being issued.

The pay machines are located as follows:

- Naperville Metra Station – east and west sides of the train station building.
- Route 59 Metra Station* – north side of the train tracks, adjacent to the north platform.

*The Route 59 Station is a shared station; the City of Aurora manages the parking facilities on the south side of the tracks. Commuters parking on the south side of the tracks must use the pay machines on the south platform, and commuters parking on the north side of the tracks must use the pay machines on the north platform.

Fees

The commuter parking rates are established in the Municipal Code. The rate schedule may be amended by the City Council from time to time and the latest adopted fee

schedule shall apply whenever enacted.

The fees as of January 1, 2024, are:

- Daily: \$3.00
- Weekly: \$14.25
- Monthly: \$54.00

The city offers the option to purchase parking by the day, week or by the month. All options are available at the pay stations located at the train stations, and through the mobile payment application. Weekly parking purchases are discounted by 5% from the daily rate and monthly parking purchases are discounted 10% from the daily rate. There is no guarantee of an available space with the purchase of weekly or monthly parking. There are no refunds for unused days for a week or month.

The City of Naperville offers “preferred parking” for seniors aged 65 years and older and expectant mothers. Preferred parking is available at both stations and is closer to the station for easier access. These spaces have signs indicating that they are reserved for these populations and are shown on the parking maps for both stations.

Payment Options

The City of Naperville daily fee parking machines accept cash, City accepted credit cards, Smart Cards, and payment by phone as detailed below. **Payment is due at the time the vehicle is parked; violators are subject to ticketing.**

- **Cash** – The daily fee machines accept coins and \$1, \$5, \$10, and \$20 cash. Exact payment is recommended; no refunds for overpayment are given at the machines. The machines provide a refund receipt that must be submitted for refund to the Finance Department.
- **Smart Card** – Smart Cards are reusable and may be pre-loaded with up to \$100 for payment of daily fee parking. Funds may be added to the Smart Cards at any of the City’s daily fee payment machines or at the Naperville Municipal Center. New Smart Cards may be obtained at the Naperville Municipal Center. The City will also mail Smart Cards upon request.
- **Credit Card** – City accepted credit cards may be used for daily fee payment. Credit card payments shall be subject to a service fee for each transaction; the City of Naperville reserves the right to modify the service fee without advance notice to commuters.
- **Mobile Payment** – The City of Naperville is contracting with a vendor to provide a mobile payment option. Commuters must register with the vendor to use this payment option. A service fee shall apply to each phone transaction; the City of Naperville reserves the right to modify the service fee without advance notice to commuters. **Mobile payment is due at the time the vehicle is parked; violators are subject to ticketing.**

PERMIT PARKING AND WAITLISTS

The City of Naperville does not issue parking permits nor maintains waitlist(s) for parking permits.

Reverse Commuter Parking Option

The City of Naperville offers an option for reverse commuters. The city will provide a hang tag to persons who use the Metra train to commute to the Naperville area, allowing them to park in a designated area overnight and paying the daily fee for space. The reverse commuter hang tag will be valid in the Burlington Lot at the Naperville Station and the Naperville Route 59 Lot between the weekday hours of 3:00 p.m. and 8:00 a.m. Vehicles not removed by 8:00 a.m. on a weekday will be ticketed. Except for the time restrictions, all other parking rules and regulations applied also apply to reverse commuter permit holders.

Issuance of a Reverse Commute Hang Tag

If space is available at the time of application, a reverse commuter parking hang tag will be issued. The city may request the following documentation for issuance of a permit:

- Valid State of Illinois Driver's License
- Proof of current address (e.g., valid driver's license, utility bill, rental/lease agreement, etc.)
- Vehicle registration for each vehicle to be included on the commuter account.
- Payment of the non-refundable administrative fee

The applicant's name and contact information identified on the Commuter Parking Permit Application shall be the reverse commuter. The reverse commuter is the only individual permitted to use the parking hang tag. The reverse commuter may list up to three vehicles on their account, in which the hang tag may be used. Any vehicles listed on the account must be registered to the reverse commuter's address. Should a reverse commuter need to temporarily use a vehicle not listed on their account due to maintenance, repair or theft of the vehicle(s) listed on their account, the reverse commuter must contact the City of Naperville in advance to provide the license plate of the vehicle that will be used. Temporary exemptions more than one week may require proof of the vehicle(s) listed on the account being unavailable (e.g., copy of police report or repair estimate).

Reverse commuter hang tags are non-transferable; any commuter transferring the use of their reverse commuter hang tag will have their account terminated and may not apply again.

The valid and current reverse commuter hang tag for commuter facilities must be displayed in the front window of the vehicle, placed over the rear-view mirror with the permit information and quarterly fee sticker facing the front windshield. Failure to do so may result in ticketing and/or towing.

Reverse commuter hang tags do not guarantee a parking space and shall not

constitute any property rights to permit holders, nor are these regulations intended to create any contractual rights.

Payment Options

The payment options for a reverse commuter are the same as for daily fee parking, outlined above.

Vanpool

Reverse commuters are encouraged to use the Pace Metra Feeder Vanpool Program. The Vanpool program allows Pace vans to be parked at the Metra Station overnight using a reverse commuter parking hang tag at no charge. Participants commute to Naperville by Metra train service and then use the Pace van to commute from the station. More information about joining the Pace Metra Feeder Vanpool Program is available at www.pacebus.com.

MOTORCYCLE AND SCOOTER PARKING

Motorcycle and scooter/moped parking is provided at the Naperville and Route 59 Metra Stations. A map of the parking locations is available on the City's website and additional information is provided on the pages that follow.

Motorcycle Parking

The City of Naperville provides motorcycle parking at the Naperville and Route 59 Metra Stations. Motorcycles are not allowed to park in automobile spaces unless authorized by the City of Naperville.

Free Motorcycle Parking

Free motorcycle parking spaces are uncovered and available on a first come, first served basis. A map of the motorcycle parking areas is available on the City's website. Free motorcycle parking is provided in the following locations:

- Naperville Metra Station – North side of the train tracks.
- Route 59 Metra Station – North side of the train tracks on the east perimeter of the commuter parking lot.

Motorcycle Permit Parking

Motorcycle permit parking is located at the Naperville Metra Station, on the south side of the train tracks, under the canopy west of the train station building. Motorcycle permits shall be issued for the twelve (12) month period effective March 1 – February 28 of each year. The annual fee for the permit is \$48.00. The fee shall not be prorated, nor will any refund be made for unused portions of the year. Permits for the assigned space must be always displayed while the vehicle is parked. The permit shall be attached to the vehicle's rear license plate. Failure to display the proper permit will constitute a violation. Motorcycles may be ticketed and/or towed for failure to display a parking permit.

Scooter Parking

Scooters or mopeds are required to park in designated motorcycle areas. Violators shall be subject to ticketing. Scooters are not permitted to park in bicycle parking areas. Scooters parked in designated bicycle parking areas may be ticketed.

BICYCLE AND ELECTRIC SCOOTER PARKING

Free bicycle parking is available at the Naperville and Route 59 Metra Stations. A map of the bicycle parking locations is available on the City's website. Electric scooters may park at the bicycle parking.

Commuters are responsible for securely locking all bicycles; the city assumes no responsibility for lost or stolen bicycles.

The City reserves the right to remove bicycles from the train station area that are deemed to be abandoned or parked in an unpermitted location. Advanced notice of the intent to remove a bicycle shall not be required.

Bicycle Locker

The city has 10 bicycle lockers for rent at the Route 59 commuter lot.

Bicycle lockers shall be issued for the twelve (12) month period effective March 1 – February 28 of each year. To rent a bicycle locker; the applicant must:

Complete an application, and:

- Pay a \$50.00 non-interest-bearing deposit.
- Pay a \$24.00 annual fee.

The deposit is refundable upon return of the locker key to the City of Naperville. The deposit will be forfeited if the lock or locker is damaged, or if the key is lost. The annual fee shall not be prorated, nor will a refund of the annual fee be issued. Any malfunction of the lock should be immediately reported to the city for repair.

The City maintains the right to have access to each bicycle locker. E-bikes may park in the lockers, but scooters or mopeds may not.

ACCESSIBLE PARKING

Accessible parking spaces are available in the Burlington, Parkview, and Route 59 commuter parking lots.

Vehicles displaying a registration plate, parking decal or device designating the vehicle as operated by or for a person with disabilities (pursuant to the Illinois Vehicle Code) shall be exempt from commuter parking payment requirements when parking in commuter parking lot spaces reserved for persons with disabilities.

This parking privilege is strictly limited to the person to whom the special registration plates, special decal or device were issued and to qualified operators acting under their express direction while the person with disabilities is present.

TOW-AWAY ZONE AND PARKING CITATIONS

Vehicles parked in any commuter parking facility, including on-street commuter parking spaces, shall be subject to the applicable parking rules as defined by City ordinances.

Tow-Away Zone

The parking lots serving as commuter facilities have been designated by City ordinance as tow-away zones and will be appropriately posted as such. Violations may result in the towing of vehicles at the expense of the owner.

Violations resulting in parking penalties and/or towing of vehicles include the following:

- Parking in a commuter facility without paying for a space.
- Parking in areas reserved for buses or kiss-and-ride.
- Violating time restrictions posted for the designated lot.
- Having an unpaid City parking ticket.

The City reserves the right to ticket and/or tow, suspend and/or revoke a commuter parking permit for any or all of the above rules.

Parking Citations

Commuters are responsible for paying for all parking violations issued by the City of Naperville. The City reserves the right to suspend and/or revoke a commuter parking permit for an unpaid City parking ticket.

PARKING HOLIDAYS AND EXEMPTIONS TO REGULATIONS

The commuter lots may be used without a permit or daily fee payment from 6:00 p.m. until 6:00 a.m., Monday through Friday, and all-day Saturday, Sunday or on City-designated parking holidays. City-designated parking holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day