

CITY OF NAPERVILLE

COMMUTER PARKING RULES AND REGULATIONS

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INTRODUCTION

The City of Naperville Commuter Parking Rules and Regulations outline the City's parking policies for the Naperville and Route 59 Metra Stations. The Rules and Regulations pertain to all commuter parking spaces, including permit parking spaces, daily fee parking spaces, motorcycle/scooter, and bicycle parking. The City of Naperville provides commuter parking on-street and in off-street parking lots in the vicinity of the Naperville and Route 59 Metra Stations. Maps of the commuter parking facilities are available on the City's website.

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

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

Designated daily fee spaces are available for use by commuters without a valid permit at both train stations at the rate posted on the pay machines.

The City Manager is authorized to review and revise the Rules and Regulations as necessary to carry out the City's policies. Permit holders shall agree to the Rules and Regulations at the time of permit issuance, and shall be subject to all updates. The Rules and Regulations shall be made available on the City of Naperville website. Copies of the rules shall be provided to permit holders 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 2nd floor of the Naperville Municipal Center (400 S. Eagle Street.)

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PERMIT PARKING RULES AND REGULATIONS

The City of Naperville issues parking permits and maintains waitlist(s) for a parking permit with the intent to provide access to City-owned parking facilities for individuals who use the Metra/Burlington Northern Santa Fe railway service to regularly commute to work, school or for some other established purpose.

The City of Naperville issues commuter parking permits for the following parking facilities:

- Burlington Lot (5th Avenue & Center Street)
- Parkview Lot (North Avenue & Washington Street)
- Kroehler Lot (5th Avenue & Loomis Street)
- Route 59 Lot (North Aurora Road & Fairway Drive)

As needed, the City maintains three (3) waitlists for commuter parking permits. Permits are issued based on seniority.

- Burlington Lot/Parkview Lot (combined waitlist)
- Kroehler Lot
- Route 59 Lot

I. Issuance of Permit

To obtain a commuter parking permit, interested parties must complete a commuter parking application and pay the appropriate non-refundable administrative fee(s). If space is available at the time of application, a commuter parking permit will be issued. If there is not space available, the applicant will be placed on the commuter parking waitlist(s). Refer to Section II (page 8) for information about the permit application and waitlist.

The City may request the following documentation for issuance of a permit or to audit a parking account at any time.

- Valid State issued photo identification (e.g., driver's license, identification card)
- Proof of current address (e.g., valid driver's license, utility bill, etc.)
- Offer Letter from the City of Naperville
- Payment of the non-refundable administrative fee
- Payment of the quarterly fee

Commuters may only maintain one parking permit at a time. If a commuter is offered a permit for another lot, the commuter must surrender their current permit before the new permit is issued.

The valid and current parking permit 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.

Parking permits and/or renewal stickers 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. **A permit-holder parked in the designated daily fee spaces will be expected to pay the appropriate daily fee in the pay machines.**

A. Billing Schedule

Commuter parking fees are billed on a quarterly basis according to the following billing schedule.

Quarter	Invoice Date	Due Date
February 1 – April 30	December 15	January 10
May 1 – July 31	March 15	April 10
August 1 – October 31	June 15	July 10
November 1 – January 31	September 15	October 10

B. Payment Options

The City accepts the following forms of payment for commuter parking fees: cash, personal check, money orders, and City-accepted credit cards.

Fees paid by cash or money order, must be made in person at the Naperville Municipal Center (400 S. Eagle Street).

Fees paid through the City’s bank draft program require the permit-holder’s bank information. This information must correspond to the permit-holder information on file with the City in terms of account name, property address, and telephone number, if applicable. If using the bank draft program the permit-holder is responsible for providing to the City current information at the time of any change in bank or bank account information.

Fees paid over the telephone with a credit card will only be accepted from the permit-holder, or spouse, using his or her own personal credit card.

C. Payment Due Date

Commuter parking payments are due twenty-five (25) days after the billing date or invoice date. If the due date falls on a weekend or City-designated holiday, the payment is due the next business day. Payments received after the due date will be considered late and will be assessed a \$20.00 penalty fee. The permit-holder or waitlist applicant is solely responsible for the City’s receipt of payment.

While every attempt will be made to properly bill individual permit-holders, the permit-holders are ultimately responsible for timely payment. Non-receipt of a bill does not exempt an individual from these provisions.

If the City has not received a permit-holder's payment in full by ten (10) calendar days after the due date, that permit may be cancelled and shall be forfeited to the City of Naperville.

The City allows a one-time permit reactivation exception for permit holders whose permit has been cancelled due to an unpaid quarterly fee. The permit holders must:

- Pay all delinquent fees and charges
- Sign the City's Affidavit for Reinstatement of Parking Permit
- The City reserves the right to require the permit holder establish ongoing quarterly permit fee payment through the City's bank draft program within thirty (30) calendar days of the cancellation of the permit by the City

Upon completion of these requirements, the City will reinstate the permit holder's cancelled commuter parking permit.

If more than one payment is missed, the permit will be canceled. A commuter whose permit is canceled due to non-payment for any reason may apply for a spot on the waitlist(s) by submitting the proper application and respective non-refundable administrative fee(s).

D. Permit Audit

The City will periodically perform external audits at the commuter parking lots and internal audits of permit-holder information. The City reserves the right to verify any permit-holder information.

Upon audit permit holders may be required to provide any of the following:

- Valid State issued photo identification (e.g., driver's license, identification card)
- Proof of current address (e.g., valid driver's license, utility bill, etc.)
- License plate number

This verification information may be required prior to issuance or renewal of a permit.

The City reserves the right to request the permit-holder submit the aforementioned information in person. Any failure to provide or verify requested information may result in the loss of permit. Loss of permit may also occur if the City identifies any instance of misuse of a permit. This includes but is not limited to a permit being used by an individual other than the City accepted permit-holder, carpool, or other City accepted commuter for that permit. The City is not required to provide the permit-holder notice for failures.

E. Change of Information

Any time contact information is changed by a permit-holder or waitlist applicant, it is the permit holder or waitlist applicant's responsibility to update their account information. A signed Commuter Parking Account Update form, available on the City's website, is required for changes to:

- Name, Address, Phone Number, Email Address
- License plate number
- Carpool information

The City of Naperville may request proof of the change of information at any time.

Failure to provide notification of a change in information to the City of Naperville may result in the loss of commuter parking permit, or removal from the commuter parking waitlist(s). Once a commuter parking permit is forfeited, or name is removed from the waitlist(s), the commuter may re-apply and pay the appropriate non-refundable administrative fee(s) to be placed on the waitlist(s). With a new application for the waitlist(s), the commuter's name will be placed at the end of the waitlist(s).

F. Replacement of Permit Hangtag

Replacement of permit hangtag due to loss or damage must be made by the permit-holder or spouse (providing the proper identification), in person at the Naperville Municipal Center (400 S. Eagle Street). Commuters shall be required to pay one-half of the appropriate quarterly fees for the respective commuter lot to replace a lost or stolen permit hangtag. A damaged hangtag will be replaced at no charge.

To replace a lost, stolen or damaged hangtag, an affidavit must be completed. The replacement permit hangtag must be picked up in person at the Naperville Municipal Center (400 S. Eagle St.).

G. Replacement of Renewal Sticker

A permit-holder whose renewal sticker is lost, stolen or not received, will complete an affidavit for a replacement sticker for the same quarterly period. No permit-holder will be issued more than one (1) replacement sticker in a 12-month period. All permit-holders are subject to a permit audit. The City reserves the right to require any permit-holder to provide the proper information in person at the Naperville Municipal Center in order for the permit-holder to receive a renewal sticker.

H. Reverse Commuter Parking Permit

A reverse commuter parking permit will be available to persons who use the Metra train to commute to the Naperville area. The reverse commuter permit will be valid in the regular permit parking areas of 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. With the exception of the time restrictions, all other parking rules and regulations applied to regular permit holders also apply to reverse commuter permit holders.

The quarterly rate schedule found in Exhibit B will be applied to reverse commuter permits. The quarterly rate may be waived if the reverse commuter parking permit is being issued for use as a part of the Pace Metra Feeder Vanpool program. Refer to Section IV (page 9) for information about the vanpool program. The City reserves the right to maintain a waitlist(s) and control the number of reverse commuter permits issued.

I. Cancelling a Permit

If a permit holder is no longer in need of a commuter parking permit, the permit holder should submit a signed Commuter Parking Account Update form (available on the City's website), or City accepted letter to the City of Naperville requesting cancellation of their permit. The permit holder must surrender the permit with the current permit sticker to the Transportation, Engineering, and Development Business Group. The permit must be surrendered prior to the start of the new quarter to ensure a full refund.

If the permit is not surrendered prior to the start of the new quarter, refunds will be prorated in whole dollars for the value of the unused whole months remaining upon surrender of a permit by the registered permit-holder.

J. Permit Termination

The City reserves the right to terminate any commuter parking permit for reason including but not limited to the following:

- Failure to provide notification of a change in information (e.g., name, address, phone number, email address, license plate number) to the City of Naperville.
- Failure to provide documentation of account information (e.g., valid State issued photo identification, proof of current address) in person upon the City's request.
- Misuse of the permit, including but not limited to the permit being used by an individual other than the City accepted permit-holder, carpool or other City accepted commuter.
- Failure to make payment per the Rules and Regulations outlined herein.
- Any indication of lubricants or fuel leaking or being spilled onto the parking lot surface may be cause for revocation of the parking permit.

- The City reserves the right to request the permit-holder submit the aforementioned information in person. Any failure to provide or verify requested information may result in the loss of permit.

II. Parking Permit Waitlist

When the demand is greater than the number of permit spaces available, waitlist(s) are required and shall be maintained by the City of Naperville. The three (3) waitlists identified below are maintained for the four (4) commuter parking lots:

- Burlington/Parkview Lots (a combined waitlist)
- Kroehler Lot
- Route 59 Lot

Commuters may place their name on one or all of the waitlists. Commuters will be issued one permit for the first available lot, without preference. To be placed on a waitlist(s), the applicant must complete and sign the Commuter Parking Permit Application and pay the respective non-refundable administrative fee(s).

An offer letter from the City will be mailed to the commuter at the top of the waitlist when a permit becomes available. At that time the applicant must appear in person, with proper identification, and all required information to obtain a commuter parking permit. Failure to appear in person within the required timeframe will forfeit the opportunity to receive a commuter parking permit. Applicants can re-apply, with completion of a Parking Permit Application and payment of the \$25 non-refundable administrative fee (per waitlist), and have their name placed at the end of the waitlist(s).

A. Application and Non-Refundable Administrative Fee

Commuter Parking Permit Applications can be obtained from the following locations:

- City of Naperville website
- Naperville Municipal Center, 400 S. Eagle Street

The applicant name and contact information identified on the Commuter Parking Permit Application shall be the permit-holder and only individual permitted to use the parking permit, excluding carpools as defined by Section III (page 9).

Parking permits are non-transferable; any commuter transferring the use of their commuter parking permit will have their permit terminated. If terminated, the permit holder can re-apply, pay all applicable fees and have their name placed at the end of the waitlist(s).

At the time the application is completed, a \$25.00 non-refundable administrative fee(s) must be paid per waitlist (i.e., Route 59, Kroehler, and Burlington/Parkview). Payment may be made by check, cash, or City accepted credit card.

Permit rates for each lot are approved by the City Council and are shown on the attached Exhibits A and B. The attached rate schedule may be amended by the City Council from time-to-time and the latest adopted fee schedule shall apply to this section whenever enacted.

The application and permit offer letter includes a waiver and release of any and all claims, known or unknown, against the City for any injuries, property damages or other losses that may, directly or indirectly, result from the use or operation of the commuter facilities.

III. Carpool

A carpool consists of two or more people who travel together in a vehicle that parks in the City's lot and take the train for the purposes of commuting. A permit shall be issued to one person (primary permit-holder) who has the right to bring others to the train with him or her for commuting. The City requires that the permit holder provide the vehicle owner's name, address, phone number, and license plate number for each vehicle used by the carpool.

For approval prior to use, the permit-holder is responsible for providing the City of Naperville all required information about the commuters and vehicles that may be used for carpooling. Each primary permit-holder may only have two registered carpools. Only the primary permit-holder may make changes and update the carpool account information.

The permit is not transferable; any commuter transferring the use of their commuter parking permit will have their permit terminated. If terminated, the permit holder can re-apply, pay all applicable fees and have their name placed at the end of the waitlist(s).

IV. Vanpool

A program to waive commuter parking permit fees has been established for commuters using the Pace Metra Feeder Vanpool Program. The Vanpool program allows for Pace vans to be parked at the Metra Station overnight 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.

DAILY FEE PARKING RULES AND REGULATIONS

Designated daily fee parking spaces are available at the Naperville and Route 59 Metra Stations for use by commuters on a first come, first serve basis. Daily fee parking spaces are designated with a white number on colored signs (i.e., blue or purple), at each train station. A map of the daily fee parking spaces is available on the City of Naperville website.

There are a select number of permit spaces that become daily fee after 9:00 a.m. if unused by permit holders for the Route 59, Burlington, and Kroehler parking lots. The after 9:00 a.m. daily fee spaces are designated with yellow stripes and numbers on the pavement. Please note that permit holders have priority use of these spaces until 9:00 a.m.; vehicles parked in these spaces before 9:00 a.m. without a valid permit are subject to ticketing.

I. Daily Fee Payments

Once parked in a daily fee space, commuters pay the daily fee by entering the space number and inserting the appropriate daily fee amount in the pay machines located near the station platforms. It is the commuter's responsibility to enter the **correct** parking space number into the pay machines. Payment must be made at the time the vehicle is parked. **Failure to enter the correct space number or pay immediately can 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.

*Please note that the Route 59 Station is a shared station with the City of Aurora managing 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.

A. Payment Options

The daily fee parking machines accept cash, City accepted credit card, 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. Change is dispensed in \$1 coins only.
- **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 advanced notice to commuters.
- **Pay-by-Phone** – The City of Naperville contracts with a vendor to provide a pay-by-phone 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 advanced notice to commuters. **Pay-by-phone payment is due at the time the vehicle is parked; violators are subject to ticketing.**

MOTORCYCLE, SCOOTER AND BICYCLE PARKING

Motorcycle, scooter and bicycle 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.

I. 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.

A. Free Motorcycle Parking

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

- Naperville Metra Station – North side of the train tracks and a designated area in the Water Tower West Lot, located at the southeast corner of 5th Avenue and Loomis Street.
- Route 59 Metra Station – North side of the train tracks on the east perimeter of the commuter parking lot.

B. 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 displayed at all times 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.

Unauthorized motorcycles parked in automobile spaces may be ticketed and/or towed at the owner's expense. All other rules previously outlined for purchase and use of automobile permits also apply to the purchase and use of motorcycle permits.

C. Motorcycle Parking with a Valid Commuter Parking Permit

The City offers commuters with a valid commuter parking permit for the Burlington, Parkview, Kroehler, or Route 59 parking lots the opportunity to register their motorcycle with the City and then park the registered motorcycle in the commuter parking lot as designated on their commuter parking permit.

To be eligible to park a motorcycle in the commuter parking lots, permit holders must register their motorcycles with the City of Naperville prior to parking in the commuter lots. The Motorcycle Parking Registration Form is available on the City's website and requires that commuters provide:

- Valid commuter parking permit number
- Motorcycle license plate number
- Email address
- Phone number

Once a registration form has been submitted, commuters will be notified by the City that their registration has been accepted. Please be aware of the following regulations related to the program:

- Only one motorcycle may be registered for each permit.
- Motorcycles must be parked in the same lot as designated on the commuter parking permit (e.g., commuters with a Burlington permit must park their motorcycle in the Burlington Lot).
- Commuters may not use their permits to park both a vehicle and a motorcycle in the lot at the same time.

Modifications may be made to the program at any time.

II. 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.

III. Bicycle 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.

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.

A. Bicycle Locker

The City has 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
- 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.

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 permit 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 was 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.

I. 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 a properly displayed and valid permit for the facility
- 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. The City reserves the right to remove your name from the waitlist.

II. Parking Citations

Commuters are responsible for paying 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. The City reserves the right to remove your name from the waitlist(s).

EXHIBIT A

The commuter parking rates were approved by Naperville City Council on May 6, 2008. The rate schedule may be amended by the City Council from time-to-time and the latest adopted fee schedule shall apply to permit holders whenever enacted.

The current approved rates for the commuter parking lots are listed below.

Commuter Parking Permit Quarterly Fees

Commuter Lot	Resident	Non-Resident
Parkview / Burlington	\$120.00	\$120.00
Kroehler	\$110.00	\$135.00
Route 59	\$120.00	\$145.00

For the purpose of defining residency, residents are considered those who live within the corporate city limits, meaning your current home address is located within the City limits. To verify residency status, visit the City's Your Place website at <http://gis.naperville.il.us/YourPlace/> to determine if your current home address is located in incorporated or unincorporated Naperville.

For non-permit holders, or if the permit spaces are full, daily fee parking is also available at the rate posted on the pay machines.

EXHIBIT B

For individuals using Metra services to commute to Naperville, reverse commuter permits are available. The associated fees are listed below.

Reverse Commuter Parking Permit Quarterly Fees

Commuter Lot	Resident	Non-Resident
Burlington	\$60.00	\$60.00
Route 59	\$60.00	\$65.00