

CITY OF NAPERVILLE COMMUTER PARKING RULES

Introduction:

The commuter parking permit rules and regulations from the City of Naperville (City) are to provide information to customers regarding the permit parking policies at the four commuter parking facilities in Naperville.

The commuter parking facilities require a permit for the following lots:

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

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

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

The City Manager is authorized to review and revise the rules and regulations as necessary to carry out the City's policies. The Finance Department shall issue copies of the rules to all permit holders at the time of permit issuance, after each revision of the rules, and at least once every five (5) years if no revisions have been made.

If you have any questions regarding these rules and regulations or need additional information, please call the Finance Department at (630) 420-6059.

The Finance Department office hours are:

Monday-Wednesday and Friday -7:30 A.M.-5:30 P.M.
Thursday -7:30 A.M.-8:00 P.M.

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COMMUTER PARKING PERMIT RULES AND REGULATIONS

I. Issuance of Permit

The Finance Department is responsible for the sale of commuter parking permits. Permits are required for use of those areas previously defined as commuter parking facilities. Permits are not transferable.

Parking permits will only be issued to the permit holder, who appears in person, with the required identification information in the Finance Department. The issuance of permits is based on seniority on the waiting lists.

An individual may not maintain more than one parking permit at a time. Likewise, a permit-holder who remains on the waiting list for the other parking facility must surrender their current parking permit to the Finance Department before issuance of a parking permit for the other commuter facility.

The valid and current parking permit for commuter facilities must be displayed in the front window of the vehicle, hung over the rear view mirror with the permit information and quarterly fee sticker facing the front windshield.

Issuance of a parking permit or the ability to have one's name placed on a waiting list for a permit, shall be limited to those individuals who utilize the Burlington Northern service to regularly transport themselves to work, school, or for some other established purpose. The purpose of this provision is to enable the City to ensure parking permits are distributed to those individuals who are using the Burlington Northern service to commute on a regular basis.

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. The City reserves the right to amend these regulations without notice.

A. Billing Schedule

The Finance Department shall bill parking permit-holders quarterly. Bills will be mailed a minimum of fifteen days prior to the due date. All fees paid through the mail must be by personal check. The name and address on the check must match the permit-holder information in the Finance Department. The City reserves the right to request photo identification of the permit-holder at any time.

Fees paid by cash, money order, or other method besides a personal check, bank draft, or over the telephone credit card, must be made in person in the Finance Department with proper identification.

Fees paid through the City’s bank draft program require the permit-holder’s bank information correspond to the Finance Department’s permit-holder information in terms of property address, telephone number, and driver’s license information. The permit-holder is responsible for providing to the Finance Department current information at the time of any change in bank or bank account information, if using the bank draft payment program.

Fees paid over the telephone with a credit card will only be accepted from the permit-holder using his or her own personal credit card. Over the telephone credit card payments are only for active and current permit bills, and with a City accepted credit card.

The City reserves the right to request appearance in person for any permit-holder to update address information and vehicle registration information.

The Finance Department billing schedule for parking permits is:

Invoice Date	Approximate Due Date	Quarter Period
March 15	April 10	May-July
June 15	July 10	August-October
September 15	October 10	November-January
December 15	January 10	February-April

B. Payment Due Date

Payment is 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 as late payments and will be assessed a \$5.00 penalty. The permit-holder or waiting list applicant is solely responsible for the City’s receipt of payment or application. A commuter’s claim that mail or a payment was not received, they were out of town, or any other reason shall not be constituted as an exception to this rule.

No payment will be accepted more than ten (10) calendar days after the due date. If the Finance Department has not received a permit-holder’s payment in full within ten (10) calendar days of the due date, that permit is cancelled for the permit-holder and shall be forfeited to the Finance Department. The commuter may make application for a spot on the waiting list by making payment of the applicable deposit and application, once a permit is forfeited due to non-payment for any reason.

The City allows a **one-time** permit reactivation exception for permit holders whose permit has been cancelled due to a late or unpaid quarterly fee. These permit holders must pay all delinquent fees and charges, have received only one reminder letter during their permit account history with the City, sign the City’s

Affidavit for Reinstatement of Parking Permit, and 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.

C. Renewal of Permit

In order to receive and renew a permit for any of the commuter facilities, the permit-holder must supply the Finance Department with a valid State of Illinois driver's license. The City reserves the right to require additional information if an Illinois license is not available. At the same time the driver's license number is recorded, the Finance Department will also record the address on the driver's license. This address will be considered the home address of the permit-holder.

The City will periodically perform external audits at the commuter parking lots and internal audits of permit-holder information in the Finance Department. The City reserves the right to verify any permit-holder information. Verification requires the permit-holder to provide to the Finance Department a copy of their vehicle registration identified by the permit-holder's primary residential address, verification of any information on the permit application, a valid State of Illinois driver's license with picture identification showing the current address, verification of the vehicle's license plate number for the permit. If a license plate number is not available, the permit-holder must supply the vehicle identification number to the Finance Department. This verification information will be required prior to issuance or renewal of a permit. The City reserves the right to have the permit-holder provide this information in person in the Finance Department. Any failure to provide or verify requested information might risk 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, City accepted car pooler, or other City accepted commuter for that permit. The City is not required to provide the permit-holder notice for failures.

Any time the license plate number, vehicle identification number, or driver's license number of the permit-holder is changed, the permit-holder must notify the Finance Department in writing immediately. The City reserves the right to require any permit-holder to provide the proper information in person at the Finance Department in order for the permit-holder to receive a renewal sticker.

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

D. Replacement of Permit/Renewal Sticker

Replacement of permits and/or renewal stickers due to non-receipt, damage, or loss must be made in person in the Finance Department by the permit-holder providing the proper identification. A permit-holder whose permit has been lost will complete a lost affidavit and pay one-half of the appropriate quarterly fee for that commuter lot for a replacement permit for the same commuter lot. A permit-holder whose renewal sticker has been lost will complete a lost affidavit for a replacement sticker for the same quarterly period.

E. Permit Refund

Permits are sold for quarterly periods. Refunds will be prorated in whole dollars of the unused whole months remaining upon surrender of a permit to the Finance Department by the registered permit-holder.

The Finance Department will deduct a \$20.00 administrative fee from all refunds prior to issuance, once the quarter has started.

F. Ridesharing

Ridesharing 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 this person to bring vehicle registration information on his or her vehicles to the Finance Department to receive the permit.

The permit-holder is responsible to provide to the Finance Department, for approval prior to use, all required information of the commuters and vehicles that may be used for ridesharing.

The permit is not transferable.

Commuters who participate in ridesharing are encouraged to place their name on the waiting lists to be eligible for a parking permit as permits become available.

G. Car Pool Transition

Car pool commuters who are identified within the Finance Department's database prior to January 1, 2002 and have been in this database for a minimum of twelve (12) months with required information of car pooler name, mailing address,

daytime telephone number, and vehicle license plate number will be eligible for a permit transfer. These eligible participants are identified with an active and current permit-holder and listed in the Finance Department commuter parking database with the primary permit-holder.

A permit-holder with an eligible car pool participant and requesting a transfer of the permit to an eligible car pool participant must provide the Finance Department a letter requesting approval of this transfer. This letter is to be signed and dated by the permit-holder, and specifies the eligible car pool participant for which the permit transfer is being requested.

A car pool participant who qualifies for a permit transfer must provide in person to the Finance Department the appropriate verification information in order for the transfer to be approved. This information will include a current State of Illinois driver's license with picture identification with the current name and address of the commuter, and vehicle information including license plate and vehicle registration information. The City reserves the right to disallow any permit transfer for an eligible car pool participant for lack of or unacceptable notification and/or verification information.

H. Commuter Responsibility

Any indication of lubricants or fuel leaking or being spilled onto the parking space surface may be cause for revocation of the parking permit.

I. Motorcycle Permit

Motorcycle parking located at the Naperville (4th and Ellsworth) station under the canopy on the south platform will be by permit for assigned spaces. Motorcycles are not allowed to park in automobile spaces. Motorcycles parked in automobile spaces will be towed at the owner's expense.

Motorcycle permits shall be issued for the twelve (12) month period starting March 1 of each year. The annual fee 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.

All other rules previously outlined for purchase and use of automobile permits also apply to the purchase and use of motorcycle permits.

II. Waiting List

Due to a demand greater than the number of permit spaces available, waiting lists are required and shall be maintained by the City's Finance Department. A waiting list is maintained for the Route 59 lot, and a second waiting list is maintained for the other City commuter lots (a combined list of the Burlington, Kroehler, and Parkview lots). Commuters may place their name on one or both of the waiting lists.

Application and Deposit

To be placed on a waiting list, the commuter must complete and sign an application available from the Finance Department. At the time the application is completed, the applicant must pay the highest quarterly lot fee in effect at that time as a deposit (see Exhibit A). The waiting list deposit is a non-interest earning deposit. If an applicant wishes to remove their name from a waiting list, the deposit will be refunded to the applicant.

Rates for each lot are approved by the City Council and shown on the attached exhibit. (Exhibit A).

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. Change of Applicant Address

If an applicant on the waiting list or a permit-holder moves to a new address, it is that person's responsibility to notify the Finance Department of their address change either by mail or in person. The notification must be in writing and signed by the permit-holder or waiting list applicant. The new or changed address must be for the permit-holder or applicant, and will be identified as the home address of the permit-holder or applicant. This home address will be considered as the primary residence of the permit-holder or applicant. Proof of change of address is required; and a utility bill or newly issued driver's license as acceptable documentation is required.

IV. Tow-Away Zone and Parking Fine

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 said facility;
- Parking in areas reserved for buses or kiss-n-ride;
- Violating time restrictions posted for the designated lot.

The City reserves the right to suspend and/or revoke a commuter parking permit for an unpaid City parking ticket.

V. Parking for Persons with Disabilities

Parking places reserved for persons with disabilities 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.

VI. Bicycle Locker

The City has rental lockers for bicycle storage at the Route 59 commuter lot.

Bicycle lockers shall be issued for the twelve (12) month period starting March 1 of each year. To rent a bicycle locker; the applicant must complete an application, pay a \$30.00 non-interest bearing deposit, and pay a \$24.00 annual fee at the Finance Department to receive the locker key. The deposit is refundable upon return of the locker key to the Finance Department. The annual fee shall not be prorated nor will a refund of the annual fee be issued.

VII. 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 City reserves the right to maintain a waiting list and control the number of permits issued. The reverse commuter permit will be valid in the regular permit parking areas of Burlington Lot at the Downtown Naperville Station and the Naperville Route 59 Station between the weekday hours of 3:00 PM and 8:00

AM. Automobiles not removed by 8:00 AM on a weekday will be fined. With exception of the time restrictions, all other parking rules and regulations applied to regular permit holders will also apply to reverse commuter permit holders. The quarterly rate schedule found in Exhibit A will also be applied to reverse commute 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.

EXHIBIT A

Commuter Parking Permit Fees

Commuter Lot	August 1, 2008		November 1, 2008	
	Resident	Non-Resident	Resident	Non-Resident
Parkview / Burlington	\$90.00	\$90.00	\$120.00	\$120.00
Kroehler	\$80.00	\$100.00	\$110.00	\$135.00
Route 59	\$90.00	\$110.00	\$120.00	\$145.00