

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 permit parking policies. The City of Naperville Commuter Parking Rules and Regulations outline the City's parking policies for permit parking spaces, daily fee parking spaces, motorcycle/scooter parking and bicycle parking at the Naperville and Route 59 Metra Stations.

Permit holders shall agree to the Rules and Regulations at the time of permit issuance and are subject to all updates. The Rules and Regulations shall be made available on the City of Naperville website. Copies of the rules will 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 Second 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 and/or managed 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.

I. Permit Types

A. Commuter Parking Permit

The City of Naperville issues quarterly 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 North Lot* (North Aurora Road & Fairway Drive)

*The Route 59 Station serves the City of Naperville and City of Aurora. The City of Aurora manages the parking facilities on the south side of the tracks.

B. 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 for reverse commuter permits is included under the Payment Information section. The City reserves the right to maintain a waitlist(s) and control the number of reverse commuter permits issued.

C. Vanpool

Reverse commuters are encouraged to use the Pace Metra Feeder Vanpool Program. The Vanpool program allows for Pace vans to be parked at the Metra Station overnight using a reverse commuter parking permit 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.

II. 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

At the time the application is completed, a 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 in the Payment Information section.

The application 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. Issuance of Permit

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 the Waitlist section for information about the waitlist(s).

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
- Offer Letter from the City of Naperville
- Payment of the non-refundable administrative fee
- Payment of the quarterly fee

The applicant name and contact information identified on the Commuter Parking Permit Application shall be the permit holder. The permit holder is the only individual permitted to use the parking permit. The permit holder may list up to three vehicles on their account, in which the permit may be used. Any vehicles listed on the account must be registered to the permit holder's address. Should a permit holder 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 permit holder must contact the City of Naperville in advance to provide the license plate of the vehicle that will be used. Temporary exemptions in excess of one week may require proof of the vehicle(s) listed on the account being unavailable (e.g. copy of police report or repair estimate).

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).

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.**

IV. Waitlist

When the demand for quarterly permits 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 North Lot

Commuters may place their name on one or all of the waitlists. Commuters will be issued one permit for the first available lot for the requested station, 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). Following initial application and placement on the waitlist(s), commuters are required to re-apply each year to maintain their position on the waitlist. The City will provide commuters with notification of the re-application period and instructions by email. Commuters who do not re-apply will be removed from the waitlist(s). A fee will not be charged for the annual re-application.

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 Commuter Parking Permit Application and payment of the non-refundable administrative fee(s), and have their name placed at the end of the waitlist(s).

If the applicant is unable to appear in person during the City's business hours, a family member who resides with the applicant may pick up the permit on their behalf. The family member must present a photo identification that demonstrates that they reside with the applicant and bring the required information as outlined in the Issuance of Permit section.

V. Payment Information

A. Fees

The commuter parking rates were approved by 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 rates approved by City Council on May 6, 2008 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

Reverse Commuter Parking Permit Quarterly Fees

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

Resident rates apply to those individuals who live within the corporate limits of the City of Naperville. To verify residency status, visit the Your Place application on the City of Naperville website at www.naperville.il.us/gis-maps/.

B. Payment Options

The City accepts the following forms of payment for commuter parking fees: cash, personal check, money orders, bank draft 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 family member who resides with the permit holder, using his or her own City-accepted credit card.

C. Billing Schedule

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

Quarter	Billing Date	Due Date
January 1 – March 31	November 5	December 1
April 1 – June 30	February 5	March 1
July 1 – September 30	May 5	June 1
October 1 – December 31	August 5	September 1

D. 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 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
- 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 re-apply to have their name added to the end of the waitlist(s) by submitting the proper application and respective non- refundable administrative fee(s).

VI. 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.

External audits involve verifying that the vehicle in which a parking permit is displayed is listed on the permit holder’s account. When an external audit results in a mismatch,

the permit holder will be notified and required to submit a Commuter Parking Account Update form. Lack of response, and additional mismatches on subsequent audits, may result in termination of the permit.

Internal audits of permit holder information involve the permit holder being required to submit information relevant to their account, including, but not limited to the following:

- 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 included on the commuter account
- Proof of commuting need (Ten-ride or monthly Metra pass, current pay stub or electronic deposit receipt, school documentation, etc.)

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 termination of permit.

VII. Account Maintenance

A. 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 (proof of current address must be provided)
- Phone Number
- Email Address
- Vehicle information (vehicle registration must be provided)

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 termination of the 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).

B. 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 must be returned and 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.).

C. Replacement of Renewal Sticker

A permit holder whose renewal sticker is lost, stolen or not received, must 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. 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.

D. 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) to the City of Naperville requesting cancellation of their permit. The permit holder must surrender the permit with the current renewal 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.

E. Permit Termination

The City reserves the right to terminate any commuter parking permit for any 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 of Illinois driver's license, proof of current address) in person upon the City's request.
- Failure to respond to a permit audit.
- Misuse of the permit, including but not limited to the permit being used by an individual other than the City accepted permit holder, or the permit being used in a vehicle which is not registered to the permit holder's address.
- Failure to make payment per the Rules and Regulations outlined herein.
- Use of vehicle from which lubricants and/or fuel are leaking or being spilled onto the parking lot surface.

VIII. 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. The permit holder has the right, and is encouraged, to bring others to the train with him or her for commuting. In instances where the permit holder is temporarily not commuting due to travel or illness, a carpool passenger may borrow the permit for a period of up to two weeks. This exemption will be permitted once per quarter. To obtain this exemption, the permit holder must contact the City of Naperville in advance to provide the license plate of the vehicle that will be used.

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 numbered, with the numbers designated on colored signs (i.e., blue or purple) or by pavement markings. 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 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 parking space number when making the payment. Failure to enter the correct space number 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, 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 City of Naperville 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. 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 at 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 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 spaces are uncovered and available on a first come, first serve 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.

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 a commuter with violations 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 a commuter from the waitlist(s) 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