# Parking Lot Guidelines

Parking Services
123 Madison St.
Oak Park, IL 60302

708.358.7275
parking@oak-park.us
www.oak-park.us/parking

## Lot 15: Oak Park Avenue south of Garfield, 924 S. Oak Park Ave.

**Parking Permit Hours**

**Pay-by-space**: Enforced 8 a.m. - 6 p.m.

**Night**: 6 p.m. - 8 a.m., Monday - Friday, 24-hours on Weekends (Saturday subject to space availability)

**24-hour**: 24-hours, seven days a week - parking limited to east side of lot.

**Permit Dates**

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| First Quarter | Valid January 1 - March 31 |
| Second Quarter | Valid April 1 - June 30 |
| Third Quarter | Valid July 1 - Sept. 30 |
| Fourth Quarter | Valid Oct. 1 - Dec. 31 |

**New Permit Purchase** Parking permits are sold and renewed quarterly. Existing permit holders are given the first opportunity to purchase a renewal permit before the start of the quarter. Any remaining permits which are available go on sale on the first available Saturday after the permit quarter begins, and remain available throughout the quarter on a first-come-first-served basis. Please contact the Parking Service Center for more information on the next available open sales date.

**Permit Renewals** Parking Permits are not automatically renewed. Parking permits may be renewed three weeks prior to the start of each calendar quarter. Permits renewals can be made on-line, by mail, or at the Parking Service Center at Village Hall either in person or via a drop box at 123 Madison St., Oak Park, IL 60302. Office hours are 8:30 a.m. to 7 p.m. on Mondays and 8:30 a.m. to 5 p.m. Tuesday through Friday. The drop box is accessible 24 hours a day, seven days per week. The Village sends renewal letters via US mail to existing permit holders as a courtesy reminder which establishes deadlines to renew a permit. The reminder does not guarantee a new permit. Please note the deadlines for renewal via US Mail or on-line will be approximately six business days prior to quarter end to allow for the permit to be returned via US Mail. Permit holders are responsible for purchasing and displaying a current permit decal on time. Please be aware that failure to renew a permit prior to the established deadlines may result in losing the parking permit in the respective lot. All unpaid parking citations and other fines due the Village MUST be paid in full in order to be eligible to purchase a permit. The Village accepts cash, checks and credit cards. Call 708/358-7275 for more information.

**Restrictions** Vehicles may be ticketed or permit forfeited for failure to comply with these restrictions.

1. Vehicle Stickers - All vehicles owned by Oak Park residents must display a current Oak Park Vehicle Sticker. All vehicles must display license plates with a valid vehicle registration sticker.

2. Where to Place Sticker - The parking permit decal must be affixed on the outside of the rear window on the driver's side, in the lower corner. A vehicle with a tinted rear window or no rear window, such as a convertible, should display the permit on the front window, driver's side. To maintain visibility, expired parking permits and vehicle stickers should be removed. Clean the window and allow it to dry thoroughly. Remove the entire non-adhesive backing from the decal and fully attach the decal to the window, making sure the information is unobstructed from view. Proper display allows the permit to be readily identified.

3. Permit Transfer or Reissue – Parking permits are not transferable unless authorized by the Village. The Village requires the existing permit decal to be returned to the Village prior to any transfer of the permit to a new license plate number. Permit holders must report any change in vehicle, vehicle owner, address or license plate information to the Village. Failure to do so will result in the permit being deemed invalid. Permits issued to individuals who provide false or inaccurate information, or who fail to notify the Village of changes in the information submitted with the permit application will be deemed invalid, resulting in the loss of parking privileges. If authorized, the Village will reissue a permit that is lost or requested to be transferred for an administrative fee of $2.00.

4. Refunds - If you are moving or are no longer in need of your permit, you may apply for a refund by peeling off the decal and returning it to the Village. Refunds, if approved, are pro rated for the remainder of the quarter. Refunds will not be made to an individual if the permit was issued through a voucher (i.e. a landlord account) or if purchased under a Village corporate account.

5. How to Park in Stall - All vehicles must be parked front-end in first within the marked parking stall. Do not back in to stall. Vehicles may occupy only one parking space and must not protrude into the driving aisles or adjoining spaces. Vehicles exceeding the space allocated for a single stall are subject to being ticketed for failure to have a permit, as the permit is not valid for two spaces. In addition, the Village may revoke or cancel any permit issued to a vehicle that is too large to park within a single stall. Vehicles may not be repaired or serviced while parked in the lot. Vehicles must be in operating condition or will be ticketed and/or towed. Vehicles cannot be covered.

6. Vehicle Circulation - Vehicles shall not occupy the same stall for more than 10 consecutive days, unless pre-authorized by Parking Services. Vehicles may be excluded from all or part of the lot at any time, for maintenance, repairs, or snow removal. Permits are subject to revocation by the Village for failure to circulate. Excluding emergency services and snow removal, in the event the Village needs access to the parking spaces for maintenance or repairs, the Village will give 72 hours prior notice of the date and anticipated duration of the planned repairs or maintenance. The Village will use its best efforts to relocate the permitted vehicles to a location in the surrounding area for the duration of the repairs. All terms and conditions herein apply to the alternative parking space.

*Rev. 03/15*