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 2: Avenue Parking Garage, North Boulevard east of Oak Park Avenue 720 North Blvd.

Parking Permit Hours

Permit holders may only park on levels 3 - 6

Day: 6 a.m. - 10 p.m., seven days a week. Must vacate weeknights

Night: 6 p.m. - 8 a.m., Monday - Friday, 24-hours on weekends. Must vacate weekdays

24-hour: 24-hours, seven days a week

Monthly: 24-hours, seven days a week

Permit Dates

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 first opportunity to purchase renewal permit before start of quarter. Remaining permits go on sale on the first Saturday after new permit quarter begins, and remain available through the quarter on a first-come-first-served basis. Contact the Parking Service Center for more information on available open sales date.

Permit Renewals Parking Permits are not renewed automatically. Permits may be renewed three weeks prior to the start of each calendar quarter. Permits can be renewed on-line, by mail or at Village Hall 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. Drop box is accessible 24 hours a day, seven days per week. Renewal letters are sent via US mail to permit holders as a courtesy. The reminder does not guarantee a new permit. Deadlines for mail and online renewals is approximately six business days prior to the end of the quarter to allow for permit delivery. Permit holders are responsible for purchasing and displaying a current permit decal on time. Failure to renew a permit prior to the deadline may result in losing the parking permit in the desired location. Any unpaid parking citations and other fines due the Village must be paid in full to purchase a permit. Cash, check and credit card payments are accepted. 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. Vehicles must display license plates with a valid vehicle registration sticker.

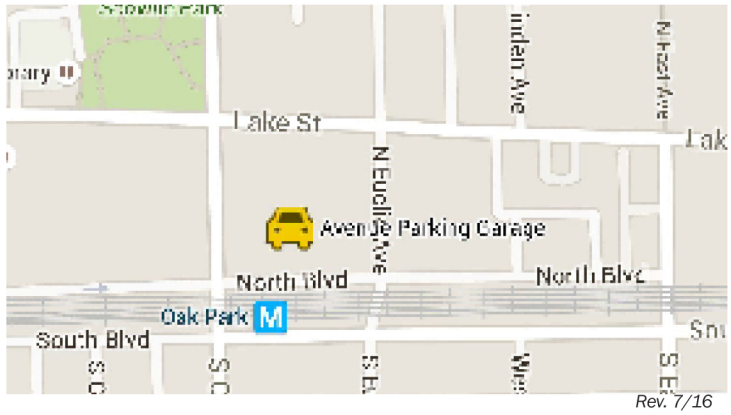
2. Where to Place Permit Sticker - The parking permit decal must be affixed on the outside of the rear window on the driver's side, in the lower corner. Vehicles with tinted rear window or no rear window, such as a convertible, should display the permit on the front window, driver's side. Expired parking permits and vehicle stickers should be removed. To apply the permit sticker, 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.

3. Permit Transfer or Reissue – Parking permits are not transferable unless authorized by the Village. Return the permit decal 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 invalidate the permit. Providing false or inaccurate information or failing to notify the Village of changes in the information submitted with the permit application, will result in loss of parking privileges. Reissuing a permit that is lost or transferred to a new vehicle Incurrs a $2 administrative fee.

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.



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Keycard Usage Restrictions

Treat your keycard carefully. You are responsible for its use in accordance with these restrictions. If you lose your keycard please report its loss to the Village of Oak Park Parking & Mobility Services Department at 708.358.7275 to avoid financial liability if it is used improperly you may be charged. Parking privileges will be revoked upon improper use of keycard or permit.

1. A Keycard is necessary for you to gain access to the garage. The keycard access device that must be scanned upon entrance insures that only designated permit holder enter and exit parking facility in accordance with the appropriate permit times issued.

2. Your keycard is only valid during specific dates for which you have purchased a quarterly parking permit. Further, your keycard is only functional during time of day (day, night, 24 hour) associated with the permit you have purchased. Daily and nightly permit holders are required to enter/exit garage during permit hours established by the village or else you will charged an accrued difference.

3. Keycards are not transferrable and cannot be used by any vehicle except the one registered to the permit.

4. To raise the gate, keycard must be scanned. The gate will close automatically after driving past the gate.

5. Permit holders that pull a ticket to gain entry to the garage rather than using the keycard are responsible for any paying applicable daily fees and may become ineligible for permit purchase/renewal.

6. Your keycard works on a cycle, you must use keycard every time you enter and exit the garage. This keeps your keycard active and operational for the assigned facility. Not doing so will disallow entry and exit on your next usage as the keycard only allows for entry followed by an exit.

7. Keycards are assigned to a specific vehicle use of the keycard by any other vehicle may result in a fine for illegal parking.

8. If a keycard is lost or stolen, the applicant will be required to pay replacement fee. Come to village hall during general office hours.

9. If you have problems with your keycard please see security to exit the garage. Contact the parking & mobility services department 708.358.7275.

30-Day Use Cards

Cards are limited and are sold on a first come, first sold basis. Cards are non-refundable/non-transferable.

30-Day Use Card Description
CAre available for a limited number of parking spaces in this Garage. The prepaid card is sold in the form of a barcoded keycard for $132.50 per calendar month ($125 + $7.50 Cook County tax) and provides for parking 24 hours a day in the garage. There is no permit to affix to your car. Utilization is traced by the card and vehicle plate number. A single use is defined as one entry and one exit within 24 hours. 30-Day Use Cards may be purchased each month beginning on or about the twenty fifth of the month (see schedule list below) and will continue until cards are sold out. Cards are sold on a first come first serve basis. Once purchased cards are non-refundable. Cards are valid from 12:01 a.m. on the 1st calendar day of the month and cards will expire on the 1st day of the following month at noon regardless of use.
30-Day Use Cards may be purchased each month beginning on or about the twenty fifth of the month (see schedule list below) and will continue until cards are sold out. Cards are sold on a first come first serve basis. Once purchased cards are non-refundable. Cards are valid from 12:01 a.m. on the 1st calendar day of the month and cards will expire on the 1st day of the following month at noon regardless of use.

How to Use the 30-Day Use Card
Cards function as a chaser ticket. Upon entry into the Parking Upon entry into the Parking Garage, the card holder must scan the barcoded card at the entry gate to allow garage access. When you are ready to exit the garage, scan the barcode card, at the exit gate, to exit the facility.

Note: Treat your card carefully. The Village will not replace lost or stolen cards.

If you believe your card is damaged, please stop by the Holley Court Parking Garage Security Office, 1125 Ontario, Monday – Friday between 9 a.m. and 3 p.m. and ask for a tracking of your use.

Card Valid Dates

Cards are valid during the following days beginning at noon.

Jan. 1 - Feb. 1
Feb. 1 - March 1
March 1 - April 1
April 1 - May 1
May 1 - June 1
June 1 - July 1
July 1 - Aug. 1
Aug. 1 - Sept. 1
Sept. 1 - Oct. 1
Oct. 1 - Nov. 1
Nov. 1 Dec. 1
Dec. 1 - Jan. 1