



Village of Morton Grove

Office of the Finance Director/Treasurer

NEW MUNICIPAL PARKING AT LEHIGH AVENUE

In response to commuter requests and to help improve customer service at the Metra Station, a new Municipal Parking Lot is opening January 1, 2011. The 112-space lot is the first of its kind in the Village of Morton Grove. Drivers will effectively lease a space for an annual fee of \$500, quarterly of \$135 or monthly of \$50. No more worries about whether or not a parking spot will be open, and you won't have to wait in line to pay! Remember, parking in the new lot will be by permit only (from 5AM to 5PM) and the best news is that the hang tag permit will be transferable to any vehicle you want! (Just make sure the permit is clearly visible on the rearview mirror).

Application:

Please provide all the contact information requested so you can be reached if needed. *Carefully read the terms and conditions*, and then sign and date where indicated. Mail your completed application with payment (check or money order) to the following address:

Village of Morton Grove
Finance Department - LML
6101 Capulina Avenue
Morton Grove, IL 60053

Annual Payment:

The annual fee is \$500. Payment by check or money order can be made by mail. Payments in cash or by credit card can only be made in person at Village Hall.

Quarterly Payment:

If you would like to make quarterly payments, include your first payment of \$135 when mailing the application. Please note that quarterly payments are due 30 days before the start of the quarter (i.e. the payment for the 2nd quarter is due on March 1st). Payments received five or more days late must include a late fee of \$25 per month. If mailing payment, please allow five days for processing by the US postal service.

Monthly Payment:

If you would like to make monthly payments, include your first payment of \$50 when mailing the application. Please note that monthly payments are due 30 days before the start of the following month (i.e. the payment for the January 1st is due on December 1st). Payments received five or more days late must include a late fee of \$25 per month. If mailing payment, please allow five days for processing by the US postal service.

Richard T. Flickinger Municipal Center
6101 Capulina Avenue • Morton Grove, Illinois 60053-2985
Tel: (847) 965-4100 • TDD (847) 470-5249 • Fax: (847) 965-4162



Recycled Paper



Village of Morton Grove

Office of the Finance Director/Treasurer

VILLAGE OF MORTON GROVE LEHIGH PARKING LOT PARKING PERMIT APPLICATION

PERMIT FEES ARE NON-REFUNDABLE

PERMIT YEAR: _____ PERMIT # ASSIGNED: _____ CUST. # : _____

NAME: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

DAYTIME PHONE# (____) _____ - _____ EVENING PHONE# (____) _____ - _____

LICENSE PLATE # _____ MAKE _____ MODEL _____ COLOR _____

I WOULD LIKE TO PAY (please check one) \$500 ANNUALLY \$135 QUARTERLY \$50 MONTHLY

THE TERMS AND CONDITIONS OF YEARLY VEHICLE PARKING PERMIT AGREEMENT

- **Display of Parking Permit** – The hang tag must be clearly visible on the rear view mirror of your vehicle at all times while in the parking facility. The vehicle may not be “backed into” the parking space.
- **Parking Permit Limitations** – The hang tag is ONLY valid during the year indicated on the face of the permit and ONLY for the facility for which it was issued. A permit will be revoked if any quarterly payment is not paid within 5 days after its due date. Vehicles with invalid hang tags will be towed at the owner’s expense.
- **Customer Responsibility** – Village of Morton Grove, and its officials, employees, and agents shall not be responsible for any loss, injury or damage to the vehicle, its contents or its owners, drivers, or passengers for any reason including l collision, fire, theft, vandalism, or accident..
- **Parking Facility Rules** – Obey all posted parking restrictions. Parking in all or portions of the facility may be restricted when necessary for snow removal, maintenance and repair at the discretion of the Village of Morton Grove. The Village of Morton Grove reserves the right to revoke any permit for misuse of the permit, the facilities or for cause. Parking is not allowed between the hours of 2AM to 5AM. Only passenger vehicles or non-commercial trucks with B plates may park at the facility.
- **Payment Due Date** – The annual fee for parking is due and payable on **December 1st**. The Permittee may also opt to either make quarterly payments of \$135 each due on **December 1st, March 1st, June 1st and September 1st**, respectively, or to make monthly payments of \$50.00 due **30 days before the 1st day of the following month**. The payment option chosen initially may not be changed during the permit year.
- **Late Fees; Collection** – Payment received five or more days late must include a late fee of \$25.00 per month. The Permittee shall pay all costs of collection, including court costs, reasonable attorney fees and expenses.
- **Payment Terms** – The Permittee, by accepting the permit agrees to pay the entire annual fee. No refund, deduction or allowance shall be granted except in the sole discretion of the Village Administrator for extraordinary circumstances.
- **Additional Fees** – \$25.00 for each returned check; \$50.00 for a replacement of a lost hang tag

BY SIGNING THIS APPLICATION, I AGREE TO AND ACCEPT ALL THE TERMS AND CONDITIONS.

SIGNATURE OF APPLICANT _____

DATE _____