

# MUNICIPAL PARKING POLICY

## Eligibility for Night Parking Privileges

- Residents of the Village.
  - Proof of residency is required
- Non-Residents
  - Dependent on availability for the month and lot desired.
  - Permits will be on a month-to-month basis only with approval of Village Manager or Customer Service Director
- Owners of apartments in designated areas
  - Are allowed a limited number of permits.
  - Owners shall not re-sell permit for more than the value at which it was purchased from the Village.

## Procedure for Purchasing Permits

- Only vehicles with passenger car license plates, trucks under one ton, and motorcycles are eligible for permit purchase in municipal parking lots.
- **Permits will be issued to permit holders if cash, check, Master Card or Visa is received in the Customer Service Department BEFORE 4:30 p.m. on the 20<sup>th</sup> day of the preceding month. If the 20<sup>th</sup> falls on a weekend or holiday, purchase must be made before 4:30 p.m. on the workday prior to the 20<sup>th</sup>.** (For example, a permit holder who has a permit which expires March 31 could get a permit beginning April 1, if the permit holder pays for the April permit on or before 4:30 p.m. on March 20.) **Do not use the postage-free box on the 20<sup>th</sup>.** Come into Village Hall. Payments received after the 20<sup>th</sup> are not considered timely.
- Permit renewals may be made online at [www.villageofshorewood.org](http://www.villageofshorewood.org) (additional information included), by mail, in person at the Shorewood Customer Service Department or placed in the postage-free drop box situated at the rear walkway of the Village Hall. Permit holders not applying for a permit by 4:30 p.m. on the 20<sup>th</sup> may lose their spot in the lot as the permit will go to the next eligible person on the waiting list for that lot.
- A waiting list by lot will be maintained. Eligible applicants may place their name in order of preference on any three parking lot waiting lists and pay a \$10 non-refundable processing fee. Once you get on your preferred lot you will have 2 business days to come in and purchase the permit.
- When a permit becomes available at a requested lot, the individual first on the list will be contacted by phone and/or e-mail, if it has been provided. You will have 2 business days to come in to the Customer Service Department to purchase your permit, submit payment by mail, or drop box otherwise you will forfeit the permit and it will be offered to the next person on the waitlist. An additional \$10 non-refundable processing fee must be submitted to Customer Service if you accept the current available lot but wish to remain the waiting list for another lot
- Any changes in address, phone number or auto information must be given to the Customer Service Department immediately. You may get a ticket if we do not have up-to-date auto information.

- Permits purchased after the 15<sup>th</sup> of the month for which the permit is valid will be charged 50% of the full price of the permit.
- Permits may be purchased to the end of the calendar year. Permit sales in advance will only be made for consecutive months for the lot for which the permit holder currently has a permit.
- **Refunds will be subject to the following:**
  - **A refund will be given if the parking permit is returned by the last day of the preceding month for which the permit is issued. (e.g. a refund would be given for a July, permit which is returned by June 30)**
  - Refunds shall be for all remaining permits sold to the party. Selective months will not be refunded.

## Parking Lot Rules

- **Permits are not transferable between automobiles.**
- All vehicles must be parked within designated parking lines and pull into the space.
- All vehicles must obey the posted signs.
- All permit holders are obliged to move their vehicle upon notification for snow removal purposes when the snow accumulates to four inches or more or when a snow emergency condition is declared. Instructions as to where the vehicles are to be moved are available on the Village website [www.villageofshorewood.org](http://www.villageofshorewood.org).
- Storage parking is not allowed for more than 48 hours without specific permission of the Customer Service Manager. Such vehicles may be towed in accordance with Village Code provisions.

## Termination of Parking Permits

- Violations of any of these rules will be cause for termination of parking permit privileges by the Village. Citations may also be issued for violations of Village Code provisions.

## Permit Fees

- Overnight: \$50 per month; \$10 non-refundable processing fee (for the waitlist only)
- Lighthorse, River Park Lot C, Oakland: \$75 per month (24 hour)
- Daytime - River Park: \$35 per month
- Daytime RCA: \$10
- Any check returned to the Village because of insufficient funds will incur an additional return check charge of \$35.