



Policy No. 17	Page: 1	Page 1 of 5
Title:	Municipal Parking	
Authority:	Shorewood Village Board	

The Village Board is adopting Policy No. 17 for the purpose of establishing guidelines for the issuance of parking permissions to be used on Village of Shorewood property.

Eligibility for Parking Privileges

- Residents of the Village.
- Proof of residency or occupation is required
 - Exceptions for non-residents will be made if:
 - ✚ Parking spaces are available for the month desired, and:
 - ✚ Permits will be on a month-to-month basis only:
 - Exception must be approved by the Village Manager or his designated representative
- Owners of apartments in designated areas are allowed a limited number of permits in their name. 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 less than 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 5 p.m. on the 20th day of the preceding month. If the 20th falls on a weekend or holiday, purchase must be made before 5 p.m. on the workday prior to the 20th.** (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 5 p.m. on March 20.) **Do not use the postage-free box on the 20th**; come into Village Hall. Checks received after the 20th are not considered timely.
- Permit renewals must be requested, in person or by mail, at the Shorewood Customer Service Department or placed in the postage-free drop box situated at the rear walkway of the Village Hall. Permits requested by mail or by the drop box should include a self-

addressed stamped envelope and indicate for what person, lot, and any change of auto information.

- Permit holders not applying for a permit by 5 p.m. on the 20th may lose their spot in the lot as the permit will go to the next eligible person on the waiting list for that lot or to the first person calling to reserve.
- A waiting list by lot will be maintained. A \$10 non-refundable processing fee is required. Eligible applicants may place their name in order of preference on up to three parking lots on the waiting list.
- When a permit becomes available at a requested lot, the individual highest 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 or you will forfeit it and it will be offered to the next person on the waitlist. Should the applicant wish to remain on the waiting list for other lots, an additional \$10 non-refundable processing fee must be submitted to the Customer Service Department.
- Any changes in address, phone number or auto information must be given to the Customer Service Department immediately to prevent you from getting a ticket.
- Permits purchased after the 15th 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 in each lot.
- 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.
- 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.
- Hang permit on rear view mirror with lot name toward windshield. You will get a parking ticket from the police department if permit is not displayed properly.

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: \$45 per month; \$10 non-refundable processing fee (for the waitlist only)
- Daytime River Park: \$35 per month
- Daytime RCA: \$5
- Vacation parking passes (up to 2 weeks for current permit holders only): \$5
- Any check returned to the Village because of insufficient funds will incur an additional return check charge of \$35.

Additional information regarding specific lot availability, hours of operation and location/name is listed in the attached table.

*UNRESTRICTED means you MUST move your car at least once every 24 hours.

** WAITING LIST is for SOLD OUT lots only. Cost to get on the list is a \$10 non-refundable administrative fee.

• QUANTITY	LOT NAME	LOCATION	ALLOWED PARKING HOURS
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25	4100 / OGDEN	4100 N OAKLAND	8 PM – 8 AM (Mon-Sun) – rear lot
15	AB DATA	4057 N WILSON	6 PM – 7 AM (Mon-Fri) / All day Sat-Sun
30	ATWATER SCHOOL	2100 E CAPITOL	7:30 PM – 7 AM (Mon-Sun)
14	EAST HIGH SCHOOL / FITNESS	3839 N OAKLAND	7:30 PM – 7 AM (Mon-Sun)
13	EAST SHOREWOOD	2000 E SHOREWOOD	8 PM – 8 AM (Mon-Fri); 2 hr daytime (Mon-Fri) / All day Sat-Sun
15	EINSTEINS BAGELS	4301 N OAKLAND	7 PM – 7 AM (Mon-Sun)
25	FEERICKS	2025 E CAPITOL	9 PM – 8 AM (Mon-Sun) - No parking in 3 southeast spaces
5	HIGH SCHOOL		GRANDFATHERED – NO NEW PERMITS
30	HUBBARD PARK	3565 N MORRIS	7 PM – 9 AM (Mon-Thu); 7 PM – 10 AM (Fri-Sat); 5 PM – 9 AM (Sun) / 4 hr daytime parking (Mon-Sun)
20	LAKE BLUFF SCHOOL	1600 E LAKE BLUFF	7:30 PM – 7 AM (Mon-Sun)
31	MENLO	3595 N OAKLAND	8 PM – 8 AM (Sun-Thu); 10 PM- 8 AM (Fri- Sat); 2 hr daytime parking (Mon-Sun)
18	NORTH SHORE BANK	4414 N OAKLAND	7 PM – 7 AM (Mon-Thu); 8 PM – 7 AM (Fri); 8 PM (Sat) – 7 AM (Mon)
54	OAKLAND	4450 N OAKLAND	*UNRESTRICTED / **MUST GO ON WAITING LIST TO GET IN
50	RIVER PARK	3501 N OAKLAND	LOT C, *UNRESTRICTED (Mon-Sun) Lots A & B, 10 PM – 8 AM (Mon-Sun); 2 hr daytime PROOF OF SHOREWOOD RESIDENCY REQUIRED
15	TCF BANK	4201 N OAKLAND	6 PM – 7 AM (Mon-Thu); 7:30 PM – 9 AM (Fri); 4 PM 10 AM (Sat); 2 PM - 7 AM (Sun) – DO NOT PARK IN TYME SPOTS
10	ULLRICH	4465 N OAKLAND	6 PM – 7:30 AM (Mon-Sun) – Park in SOUTH half of lot Lot available April-December ONLY
56	VILLAGE HALL	3930 N MURRAY	4 PM – 8 AM (Mon-Fri); 4 hr daytime parking / All day Sat-Sun



Shorewood

- *Adopted December 18, 1989
- *Revised January 15, 1990
- *Revised April 16, 1992
- *Revised January 22, 1996
- *Revised March 2, 1998
- *Revised April 1, 2005
- *Revised October 10, 2014
- *Adopted March 2, 2015