



# VILLAGE OF WINNETKA

## Parking Permit Application

Office Use Only:

Permit #: \_\_\_\_\_

Paid: \_\_\_\_\_

### Zone A Business Employee Parking Permit Application

Name: \_\_\_\_\_  
(Last) (First)

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business District:     Hubbard Woods     East Elm     West Elm     Indian Hill

Vehicle #1 : \_\_\_\_\_  
(year) (make) (model) (color)

License Plate: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**By signing this application, I agree to:**

1. Display the parking permit as directed
2. Obey all posted parking restrictions.
3. Pay any outstanding fines or tickets in full.
4. Park in the designated zone only while working at the referenced business.
5. Understand that purchase of a parking permit does not guarantee availability of parking space.

I HAVE READ AND UNDERSTAND ALL PROVISIONS CONTAINED ON THE FRONT AND BACK OF THIS APPLICATION AND I AGREE TO COMPLY. I UNDERSTAND THAT FAILURE TO FOLLOW THESE PROVISIONS IS GROUNDS FOR REVOCATION OF PARKING PRIVILEGES FOR ONE YEAR.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Select Parking Regulations:**

Illinois Vehicle Code 625 ILCS 5/1-156:

**Park or Parking.** Means the standing of a vehicle, whether occupied or not, otherwise than when temporarily and actually engaged in loading or unloading merchandise or passengers.

Winnetka Village Code Section 10.24.100:

A. The Village Manager may restrict the parking of vehicles in any Village off-street parking lot or lots or facility or facilities to certain hours of the day or night or to certain days of the week and restrict the duration of continuous parking in such lots or facilities; limit authorized parking to residents of the Village and to vehicles bearing a Village motor license; restrict authorized parking to persons parking for a particular purpose or purposes including, but not limited to parking for commuters, employees of local businesses, students and school staff; and impose restrictions based upon any combination of the foregoing authorized restrictions or limitations.

B. The term "Village off-street parking lot or facility" means any parking lot or facility erected, operated or maintained by the Village on land owned, leased or licensed by the Village, or erected, operated or maintained by another on land owned or leased by the Village, but not including public streets or alleys.

C. When signs are erected giving notice of such restrictions no person shall park a vehicle in violation of notice contained on such sign. (Ord. MC-207-98 § 3, 1998; prior code § 41.26)

### **Requirements to Obtain a Business / Employee Parking Permit**

1. A completed and signed application form
2. Payment of the \$10.00 fee by cash or check
3. Current written proof of employment. The following will be accepted as written proof of current employment for a Winnetka business:
  - A paycheck stub to the employee issued within the last 60 days with a Winnetka business address on it.
  - A Winnetka business company check used to pay for employee parking permits.
  - A letter on official company letterhead from the Winnetka business that employs the applicant.

**Note: Business cards or name tags are not accepted for proof of employment.**

A business can obtain application forms in advance from Village Hall, 510 Green Bay Road or download them from the Village Web Site ([villageofwinnetka.org](http://villageofwinnetka.org)).

Business Employee Parking Permits are for active employees of Winnetka business only. Individuals serving as residential caretaker or nannies are NOT eligible to purchase this form of parking pass.

Each employee must complete and sign the form (both residential and business addresses are necessary) and submit in-person a current, written proof of employment.

A Winnetka business can also submit a dated list of employees on company letterhead which shall be valid for 30 days to serve as proof of employment. This list will be a substitute for other forms of proof of employment, such as a paycheck stub or company check.

If one person brings in the applications for multiple employees, a company check with a Winnetka address may be used for both payment for the licenses and proof of employment.