

**CITY OF DECATUR  
#1 GARY K ANDERSON PLAZA  
DECATUR, IL 62523**

**FOR OFFICE USE ONLY**

Date applied \_\_\_\_\_  
Space Assigned \_\_\_\_\_  
Amount Due \_\_\_\_\_

**DOWNTOWN EMPLOYEE PARKING APPLICATION**

**Each Downtown employee may obtain a parking permit for one space.**

**Cost: \$15/mo. per space on street, \$25/ mo. per space in Parking Lot G.**

Name \_\_\_\_\_ Day-Time Phone# \_\_\_\_\_

Please Print

Full Address \_\_\_\_\_ Drivers License# \_\_\_\_\_  
Street City State Zip

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_ Employer Phone# \_\_\_\_\_  
Street City State Zip

Desired Parking Space #

Location \_\_\_\_\_  
1<sup>st</sup> choice 2<sup>nd</sup> choice 3<sup>rd</sup> choice

You may view the available spaces on the City's website: [www.decaturlil.gov](http://www.decaturlil.gov)

**Please attach proof of employment:** (e.g. Pay-stub, letter from employer, etc.)

(Employees may register more than one vehicle provided the vehicle is owned by the employee.)

Please list all vehicles that will be using the permit:

VEHICLE #1 PLATE NUMBER \_\_\_\_\_ VEHICLE #2 PLATE NUMBER \_\_\_\_\_

VEHICLE #3 PLATE NUMBER \_\_\_\_\_ VEHICLE #4 PLATE NUMBER \_\_\_\_\_

The City of Decatur will make every effort, but cannot guarantee that you will get the space desired. The permit will only be good while you are employed at a business located in the downtown business district. If your employment ends, you **MUST** notify the City and you cannot renew your permit. Should you change an employer downtown, you **MUST** notify the City and provide proof of employment to continue using your permit.

**Failure to comply shall be considered a violation of City Code Chapter 34.**

Payment for your permit is due at the time of application. Your permit is valid as long as payment is current each month for the space. Parking payments are due on the 1<sup>st</sup> of each month. Late payments may result in fines, revocation of parking privileges or subject your vehicle to impoundment.

The permit must be displayed on the rearview mirror (visible from the outside) when parked and is valid only for the vehicles listed on this application. Valid parking hours for permits are 6:00 am to 4:00 pm, Monday through Friday. **The permit may not be copied or reproduced in any form.** What to do if someone is parked in the space(s) you have reserved:

1. Get the license plate number of the vehicle parked in your reserved space.
2. You may park at a metered space, displaying your permit as issued. **DO NOT PAY THE METER.**
3. **Immediately** call (424-2711 6:00 am – 8:00 am or 875-4879 8:00 am - 4:00 pm) and report your name, space number, the license plate number of the vehicle in your space, and the location (***meter number***) you parked your car.

Should you park in another space without notifying Traffic (875-4879) or the Police (424-2711) that someone is parked in your reserved space, you will be subject to being ticketed and/or towed.

Cancellation of your space must be made by the 1<sup>st</sup> of the month. If you do not notify the City of Decatur Licensing Office (217-424-2709 or [licensing@decaturil.gov](mailto:licensing@decaturil.gov)) prior to the 1<sup>st</sup> of the month you will be responsible for the bill for that month.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_