



CITY OF DECATUR
 FINANCE DEPARTMENT
 #1 GARY K ANDERSON PLAZA
 DECATUR IL 62523
 LICENSING – (217) 424-2709

FOR OFFICE USE ONLY
 Permit # _____
 Date Applied _____
 Space Assigned _____
 Amount Due _____

DOWNTOWN EMPLOYEE PARKING APPLICATION

On Street Parking - \$15 per month per space – Only rented to Employee
Parking Lot G – Waiting List - \$25 per month per space – Only rented to Employee
Parking Lot C - \$15 per month per space for Upper Level, \$25 per month per space for Lower Level – Can be rented to Company or Individual

PLEASE PRINT

Full Name _____

Address _____
Street City State Zip Code

Driver's License # _____ Daytime Phone # _____

Email address: _____

Employer Name _____ Employer Phone # _____

Employer Address _____
Street City State Zip Code

Desired Parking Space # _____

Location _____
1st choice 2nd choice 3rd choice

You may view the available On Street Parking spaces on the City's website: www.decaturlil.gov

Please attach proof of employment for On Street and Lot G: (e.g. Pay-stub, letter from employer, etc.)
 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.**

On Street and Lot G must list all vehicles that will be using the permit: (Employees may register more than one vehicle provided the vehicle is owned by the employee.)

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.

Payment for your permit is due at the time of application. Permits are billed month and payment is due on or before the 1st day of each month. A parking citation may be issued if not paid on time. The permit is valid as long as payment is current each month for the space.

For On Street and Lot G parking, 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.** A replacement permit may be purchased through the Finance Department.

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. Please park your vehicle:
 - a. **On Street** - at un-reserved reserved space in the vicinity of your space. Please display your permit as issued. If a metered space, **DO NOT PAY THE METER.**
 - b. **Lot G** – at one of the short-term spaces northeast of the entrance to the lot. Please display your permit as issued.
 - c. **Lot C** – Lower level use space numbers 029CL or 030CL
Upper level use space numbers 275CU or 276CU
3. **Immediately** call (424-2711 6:00 am – 8:00 am or 424-2702 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 making notification to Finance (424-2702) or the Police (424-2711) that someone is parked in your reserved space, you will be subject to being ticketed and/or towed.

Signature of Applicant: _____

Date: _____