



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

FOR OFFICE USE ONLY
Date applied _____
Space Assigned _____
Amount Due _____

Cost: \$15/mo. per space

DOWNTOWN EMPLOYEE PARKING APPLICATION

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

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 Meter #

Location _____

1st choice 2nd choice 3rd choice

You may view the available spaces on the City's website: www.decaturl.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. Your vehicle will be subject to impoundment and you will be fined if payment is not current.

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.**

Continued on back

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.

Signature of Applicant_____

Date_____