



METRA PARKING LOT USERS

Monthly permit holders will receive a colored placard each month to be hung from the rear-view mirror of their vehicle; this will be necessary to avoid code violation citations.

The parking rates are as follows:

MONTHLY PERMITS: (Placard required; payable by mail, in person, or drop-off box at City Hall.)

Monthly Day-time – \$40.00 (6:00 AM –12:00 Midnight-Mon thru Fri)

(Note: monthly day-time parking permits no longer include overnight or weekend parking. Occasional over-night parking for day-time permit holders would cost an additional \$2.50/night, payable in advance at City Hall.)

Monthly Overnight – \$60.00 (24 Hours/Day – 7 Days/Week)

(Note: designated parking for over-night permit holders is on the north side of the Metra Parking Lot.)

NON-PERMIT HOLDERS (Occasional Users):

Day-Time Parking – \$2.00/Day

(Paid at Metra Lot)

Over-Night Parking– \$4.00/Night (24-Hours; Placard required.)

(Occasional over-night parking must be purchased at City Hall and include individual dates. Designated over-night parking is on north side of Metra Parking Lot only.)

If you are applying by mail or City drop off box, please allow at least seven (7) business days for processing in order to receive your permit placard in a timely manner.

Attached is an updated application form. You must indicate whether or not you are applying for a monthly day-time or monthly over-night permit.

Placards **must** be properly displayed and overnight parkers **must** use the designated parking areas or a citation will be issued.



2024 METRA PARKING LOT PERMIT APPLICATION

City of Prospect Heights (METRA Parking Permit)
 8 N. Elmhurst Road
 Prospect Heights, Illinois 60070
 847-398-6070 ext. 200

I hereby make application for a parking lot permit. This permit will cover parking for the month(s) of:

January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
July 2024	August 2024	September 2024	October 2024	November 2024	December 2024

I further certify that I shall indemnify and hold harmless the City of Prospect Heights, its agents, officers, servants and employees from any injury, loss or damage suffered by any person or property caused by me in whole or part on or about the described parking lot.

I fully intend to waive, release and discharge any and all claims of any and every kind which I may have at any time against the City of Prospect Heights and any of its Members, Officers and Directors individually and collectively arising out of or connected with the use of parking at the Prospect Heights Metra Train Station parking lot.

Name	
Address	
City, State, Zip Code	
Home Phone	Work Phone
E-mail Address	
Date of Application	
Signature	

PERMITS (Placards required):	FEE:	TOTAL
-Monthly Day-Time Permit (6 AM – 12 Midnight-Monday thru Friday)	\$40.00	
-Occasional over-night parking for day-time permit holders.*	\$ 2.50	
-Monthly Over-night Permit (24 Hours/Day – 7 Days/Week) (Must park in designated area-south side of lot)	\$60.00	
-Occasional Over-night Parking (24 Hours) (Indicate individual dates below; must park in designated area-south side of lot)*	\$ 4.00	
GRAND TOTAL		\$

*Occasional Over-night Parking (Must include dates)	Dates:
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Office use only: Cash / Check # _____ Date Paid _____

Entered _____ Initials _____