



June 1, 2017

Dear Commuter:

Enclosed is the Commuter Parking Permit Application for the Downtown Glenview and The Glen of North Glenview train stations. This notice is for the 2017 six-month permit valid July 1, 2017 - December 31, 2017. Permit applications must be completed and submitted with payment to the Village of Glenview. The *Application and Payment Options* are below. Permit applications received by June 20, 2017 (via mail or on-line) will be mailed by the end of June. Permits purchased on a walk-in basis at the Village of Glenview Police Department will be distributed immediately. No refunds and no proration are permitted.

The Village issues static cling parking permits. Permits must be displayed at all times and are to be located in the top corner of the rear window of the driver's side of the vehicle. Motorcycles and scooters do not need to display the permit; these permits are verified by license plate numbers. If you wish to park a motorcycle or scooter please mark the appropriate box on the application.

To add or remove a vehicle, motorcycle or scooter to an already issued permit, or if you have any other questions, please call the Glenview Police Department at (847) 729-5000. More information and parking guidelines can be found on the Village of Glenview website at <http://www.glenview.il.us/Pages/CommuterParking.aspx>

APPLICATION AND PAYMENT OPTIONS

Please note, since applications and payments must be submitted together, telephone credit card payments are not accepted.

- 1) **Mail:** A completed application and a check or Money Order payable to the "Village of Glenview" to: **Glenview Police Department, 2500 East Lake Avenue, Glenview, IL, 60026, ATTN: Commuter Parking**, or in a sealed envelope in the municipal mailbox located at both the Downtown Glenview and The Glen of North Glenview train stations.
- 2) **In-Person:** Visit the Village of Glenview Police Department at the mailing address above, Mon-Fri from 8 a.m. to 6 p.m. Payment can be made by cash, check or credit card (no convenience fee); MasterCard, Visa, Discover Card and American Express are accepted. The Police Department lobby also has a drop-box available for use after hours.
- 3) **On-line:** Visit www.glenview.il.us and click on the "Pay Online" option on the top. Click on the "Commuter Parking Permits" link on the right and choose the appropriate station. Credit card payment can be made by MasterCard, Discover Card, American Express or an electronic check (debit cards are NOT accepted). A convenience fee is charged by the credit card merchant, please see website for details.
- 4) **Employer Commuter Incentive Programs:** Checks must be payable to the "Village of Glenview". No debit cards are accepted. Preloaded credit cards are accepted on-line only, as long as they are MasterCard, Discover Card or American Express, and the preloaded amount must include the permit fee and the convenience fee amounts.