

**RESOLUTION NO. R-2023-12**

**A RESOLUTION APPROVING AND ADOPTING  
AN ADMINISTRATIVE POLICY FOR OBTAINING HANDICAPPED PARKING SIGNS  
OR DROP-OFF ZONE PERMITS FOR PERSONS WITH DISABILITIES**

**WHEREAS**, the Village of Maywood (“Village”) is a home-rule municipal corporation and is a unit of local government as provided by Article VII (Local Government), Section 1 (Municipalities and Units of Local Government) and Section 6 (Powers of Home Rule Units) of the Illinois Constitution of 1970 and has the authority and right to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, Section 11-1-1 of the Illinois Municipal Code (65 ILCS 5/11-1-1) grants municipalities the authority to pass and enforce all necessary police ordinances. Section 11-80-2 of the Illinois Municipal Code (65 ILCS 5/11-80-2) grants municipalities the authority to regulate the use of streets within the Village. Section 11-208 of the Illinois Vehicle Code (625 ILCS 5/11-208) authorizes local authorities within the State to restrict the use of highways as authorized in Chapter 15 of the Vehicle Code; and

**WHEREAS**, on September 20, 2022, with the passage of Ordinance No. CO-2022-18, the President and Board of Trustees of the Village of Maywood (“Village Board”) amended Chapter 72 (Stopping, Standing And Parking) and Chapter 76 (Parking Schedules) of Title 7 (Traffic) of the Maywood Village Code to provide for the adoption, posting and enforcement of certain on-street parking regulations and restricted parking signs and the issuance of related permits for persons with disabilities by authorizing the creation of drop-off zones for persons with disabilities (the “Code Amendments”); and

**WHEREAS**, the Village Board now desires to approve an Administrative Policy to assist with the application permit process for individuals to obtain handicapped parking signs or drop-off zone permits for persons with disabilities. A copy of the Administrative Policy is attached hereto as **Exhibit “A”** and made a part hereof; and

**WHEREAS**, at an August 22, 2022, public meeting, the Ordinance and Policy Committee reviewed the proposed Administrative Policy and received input from Village staff and provided an opportunity for input from the public, and then favorably recommended the Administrative Policy to the President and Board of Trustees of the Village; and

**WHEREAS**, pursuant to its home rule authority granted under Section 6 (Powers of Home Rule Units) of Article VII (Local Government) of the Illinois Constitution of 1970, and the authority granted under the applicable provisions of the Illinois Municipal Code (65 ILCS 5/) and the Illinois Vehicle Code (625 ILCS 5/15), the Village President and Board of Trustees find that approving and adopting the Administrative Policy set forth below is in the best interests of the Village, the Village residents, business owners, property owners and the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1: Incorporation.** Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

**SECTION 2: Approval of Document(s).** The President and Board of Trustees of the Village of Maywood approve and adopt the attached Administrative Policy (Exhibit "A").

**SECTION 3: Execution of Document(s); Implementation of Administrative Policy.** The President and Board of Trustees authorize and direct the Village President, Village Clerk, Village Manager, and any other necessary Village official, or their designees, to take all necessary actions to implement and comply with the Administrative Policy and to execute and deliver all instruments and documents that are necessary to fulfill the Village's obligations under the Administrative Policy.

**SECTION 4: Effective Date of Policy; Superseding Prior Versions.** The attached Administrative Policy (Exhibit "A") shall become effective on the date that this Resolution is passed by a majority vote of the corporate authorities of the Village and replaces and supersedes all prior Administrative Policies that pertain to its subject matter.

**SECTION 5: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval.

**ADOPTED** this 14th day of March, 2023, pursuant to a roll call vote as follows:

**AYES:** Mayor Booker, Trustee(s) S. Reyes-Plummer, M. Jones, M. Lightford, A. Peppers and I. Brandon

**NAYS:** None

**ABSENT:** Trustee A. Sanchez

**APPROVED** by me this 14th day of March, 2023 and attested to by the Village Clerk this same day.

\_\_\_\_\_  
Nathaniel George Booker, Village President

**ATTEST:**

\_\_\_\_\_  
Gwaine Dianne Williams, Village Clerk

**Exhibit "A"**

**Administrative Policy For Obtaining Handicapped Parking Signs  
Or Drop-Off Zone Permits For Persons With Disabilities**

(attached)



# VILLAGE OF MAYWOOD

## CLERK'S OFFICE

40 E. Madison Street, Maywood, IL 60153 \* 708-450-6360

### PROCESS FOR OBTAINING Handicapped Parking Sign or Drop Off-Zone PERMITS

#### FOR PERSON WITH A DISABILITY

- 1) Fill out application in its entirety and return it to the Village Clerk's Office. Please note: You must have a **permanent** handicapped placard or license plates and you must be a lawful resident of Maywood before your application will be processed.
- 2) You must not have any debt with the Village of Maywood (verified by Finance Department). Outstanding debt must be paid before your application is processed.
- 3) Applications are reviewed by the Village Clerks Office, the Police Department, and the Public Works Department. Additionally, an in-person interview and/or site visit will also be conducted by village personnel prior to issuing a permit. Please note: Application process takes approximately six (6) to eight (8) weeks to complete.
- 4) Police will also review all requirements and criteria, as applicable, under the Village of Maywood Code of Ordinances and State Statute(s) to verify eligibility.
- 5) Once completed, the application and recommendations are returned to the Village Clerk, who will forward a copy to the Village Manager for final approval or denial.
- 6) If denied, the Village Clerk will send a letter stating same.
- 7) If approved, the Village Clerk will send a letter advising the applicant of same and a permit fee of \$25.00 will be assessed. Payment due to the Village of Maywood.
- 8) Upon receipt of the \$25.00 fee, a permit number will be assigned, and the applicant will be given a sticker to place in their car. A village sign will be installed in the approved location and with the corresponding permit number assigned. Sign installation takes approximately two (2) to four (4) weeks to complete.
- 9) Permits are issued for the calendar year, January 1 to December 31. Permit fees will not be prorated. All reserved parking permits expire on January 1 of each year.
- 10) If applicable, annual renewal forms will be sent to the permit holder in October. The permit holder must present a copy of a **valid permanent** handicapped placard or license plates to be eligible for renewal. A \$10.00 renewal fee will be assessed. Payment is due to the Village Clerks Office by December 31. Renewals not approved or payment not made by December 31 will result in the signs being removed.

**11) An application must be fully completed. Failure to do so will result in the return of your application and a delay in the process.**

#### **SPECIAL PROVISION**

**Applicants not owning a vehicle may qualify for a Drop-Off Zone (see below):**

The person or entity seeking the drop-off zone for persons with disabilities must demonstrate the need for such a zone. Factors to be considered in determining the need for such a drop-off zone shall include the following: the number of persons with disabilities traveling to and from the proposed drop-off zone location, the frequency of this activity, the difficulties encountered without the proposed drop-off zone and the alternate solutions available.

The proposed drop-off zone for persons with disabilities shall not have a substantial negative impact on existing parking and traffic conditions in the area.

The need must be demonstrated for a location to stop a vehicle which carries a person or persons with disabilities only long enough to drop off or pick up such person or persons from a designated place. The regular use of special motor vehicles or buses for the transport of persons with disabilities to and from a designated place shall be considered as evidence indicating the need for a drop-off zone for persons with disabilities, rather than the need for parking for persons with disabilities. Drop-off zones can be up to eight feet in length, based on the review.

#### **POLICY INFORMATION**

1. Reserved parking shall be allowed curbside of a public street within residentially zoned areas and shall be located within the limits of the individual's residence and as close as possible to the frontage of the residence where the applicant resides.
2. Reasonable access to a garage or a driveway adjacent to a garage located at the address of the applicant may result in denial of an on-street parking space.
3. Only vehicles bearing a valid reserved parking sticker that corresponds to the posted sign shall be allowed to park therein.
4. Handicapped parking permits, as defined herein, shall only be issued to one vehicle per property. The issuance of a drop off zone parking permit is considered the same as a handicapped parking permit.
5. It shall be the responsibility of the person with a disability, their resident family member, or caretaker to immediately notify the Village if the individual no longer meets the requirements for this permit or no longer resides at this location.
6. No person shall sell, assign, rent, or lease a handicapped parking permit sticker or charge a fee for its use.
7. Whoever violates any provisions of this policy shall be subject to fine consistent with the provisions as set forth in the Village of Maywood municipal code.



## Application for Handicapped Parking Sign or Drop Off-Zone

Initial       Renewal

Date:	Date of Birth:	Driver's License or State ID:
Applicant's Last Name:	Applicant's First Name:	Middle Initial:
Maywood Address:	Rent or Own:	Phone Number:
Current Permanent Disabled Placard Number:	Placard Registered to:	License Plate Number:
Are you the homeowner: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a garage on the property: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a driveway? <input type="checkbox"/> Yes <input type="checkbox"/> No
Homeowner's Name if not the applicant:	Homeowner's Address:	Homeowner's Phone Number:
Is a photocopy of your placard attached to this application: <input type="checkbox"/> Yes	Is a copy of your current state placard application attached to this form: <input type="checkbox"/> Yes	If applicable, is homeowner's consent signed and attached: <input type="checkbox"/> Yes
<b>COMPLETE THIS SECTION IF ONLY DROP OFF ZONE IS REQUESTED:</b>	State reason drop off zone is needed?	List frequency drop off zone is needed and # of times <input type="checkbox"/> Daily <input type="checkbox"/> Weekly

**Affirmation:** I acknowledge that providing false information on this application or omitting material information from this application may result in denial of the application. I also understand that it is my responsibility to immediately notify the Office of the Village Clerk of any changes in the information provided. I hereby affirm that the information provided is true and correct and it shall be prohibited and unlawful for any person to file an affidavit, which said person knows to be false or believes to be false.

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

**FOR OFFICE USE ONLY:**

- FEE PAID \$     
  PLACARD/PLATE     
  RESIDENCY     
  COMPLETED
- VILLAGE MANAGER REVIEW     
  PUBLIC WORKS NOTIFIED
- FINANCE DEPT REVIEW     
  MAYWOOD POLICE DEPT REVIEW



# VILLAGE OF MAYWOOD

## CLERK'S OFFICE

40 E. Madison Street, Maywood, IL 60153 \* 708-450-6360

### Owner's Consent for Placement of Handicap Sign/Drop-Off Zone

I \_\_\_\_\_, owner of the property at

\_\_\_\_\_, states as follows:

That \_\_\_\_\_ is a tenant at the above property listed above and that they have no access to any parking on the premise and if they are granted a Handicapped Parking or Drop-Off Zone Sign, I have no objection to the placement of signs in front of this address; furthermore, I agree to notify the Village of Maywood if they no longer reside on the premises.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone#: \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**CLERK'S CERTIFICATE**

I, Gwaine Dianne Williams, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my Office, entitled:

**RESOLUTION NO. R-2023-12**

**RESOLUTION APPROVING AND ADOPTING  
AN ADMINISTRATIVE POLICY FOR OBTAINING HANDICAPPED PARKING SIGNS  
OR DROP-OFF ZONE PERMITS FOR PERSONS WITH DISABILITIES**

which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Special Village Board Meeting on the 14th day of March, 2023, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 14th day of March, 2023.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

**AYES:** Mayor Booker, Trustee(s) S. Reyes-Plummer, M. Jones, M. Lightford, A. Peppers and I. Brandon

**NAYS:** None

**ABSENT:** Trustee A. Sanchez

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 15<sup>th</sup> day of March 2023.

\_\_\_\_\_  
Gwaine Dianne Williams, Village Clerk

[SEAL]