



PARKING ENFORCEMENT ON PRIVATE PROPERTY

- 1) Complete attached “Traffic and Ordinance Enforcement Agreement.”
- 2) Obtain legal description of property from the microfilm department of the Lake County Recorder of Deeds, 847-377-2575. Attach legal description to Agreement.
- 3) Return signed, original Agreement, with property description, and \$75.00 recording fee to the Police Department. Check for \$75.00 to be made out to Village of Libertyville.
- 4) Agreement goes before the Village Board for approval.
- 5) Agreement is turned over to Village Attorney for recording with Lake County.
- 6) Property owner may proceed with having signs made in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). The Village requests that signs mirror the Village’s ordinances and those found in State law, i.e., timed parking, stop signs, no parking, etc. The link to the MUTCD website is <http://mutcd.fhwa.dot.gov/kno-faq.htm>.

For signs warning of towing, contact a State licensed re-locator/towing service.
- 7) Property owner will receive a copy of executed Agreement after it is recorded by the Lake County Recorder of Deeds.
- 8) Three days after Agreement is recorded by Lake County, signs may be posted and enforcement requested.

Contact Lori Helgesen in Police Administration with any questions, 847-918-2036.

Police Department

200 East Cook Avenue Libertyville, Illinois 60048 (847) 362-8310 (847) 918-2116 fax
www.libertyville.com