



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
TEL: 847/ 318-5200
FAX: 847/ 318-5300
TDD:847/ 318-5252
www.parkridge.us

CERTIFICATE OF OPERATION PROCESS

1. Submit a fully completed application to the Administrative Services Department, c/o City Clerk which includes:
 - Fully completed and signed Application for Livery Certificate of Operation and affidavit
 - Non- Refundable Application Fee of \$200.00 payable to the City of Park Ridge (for administrative costs and legal publications)
 - Complete Financial Statement of business including assets, liabilities, income and expenses
2. The Procedures and Regulations Committee will address your application at an upcoming meeting. A formal notice of a Public Hearing will be provided to the local press notifying the community. The Public Hearing will be scheduled no less than 5 days nor more than 15 days after publication of the notice. The applicant is urged to attend the meeting.
3. A written report resulting from the Public Hearing held by the Procedures & Regulations Committee is presented to the City Council with the Committee's recommendation.
4. If there is a favorable decision at the COW to allow a Certificate of Operation, final approval will occur at the next regularly scheduled City Council meeting. If the vote of the City Council is favorable, the City Clerk will be directed to prepare and issue a Certificate of Operation valid for a term of four (4) years from date of approval. The Certificate of Operation will designate a minimum and a maximum number of vehicles to be operated.

In addition to the Certificate of Operation, in order for the Livery Company to operate, the following items must be provided to the City Clerk's office.

- An annual renewal fee of \$500.00 will be billed to the Taxicab Company on or before the 1st day of December. Payment is due and payable by January 1. *However, if the initial Certificate of Operation is issued after January 31, the annual fee will be prorated based on a monthly basis.*
- Roster of drivers to be licensed under Certificate of Operation - Valid chauffeur's license for each driver, obtained in Police Department. Each driver must submit an application for Chauffeur's Licenses through the Police Department located at 200 S. Vine. The application fee is \$150 which must accompany the application. A Chauffeur's License must be issued to each driver before they provide any service for your business. Call 847/318-5252 with any questions.
- Certificates of Insurance for each vehicle to be licensed in the amount of \$500,000 combined single limit against liability for injuries or death with the City of Park Ridge listed as an additional insured
- Signed agreement between driver and owner to provide dispatch service
- Passing City and State vehicle inspections reports
- Valid City of Park Ridge Livery vehicle license for each vehicle identified on the Certificate of Insurance



LIVERY LICENSE CHECKLIST

- _____ Application Fee \$200.00 (non-refundable) and sworn affidavit
- _____ Business License issued by the City of Park Ridge for the current year
- _____ No past due balance or money owed to the City of Park Ridge
- _____ A copy of the company's financial statement, including complete and accurate books and records of all property, operations, receipts and disbursements and a true statement of all assets and liabilities, gross earnings, operator expenses and income

After the Certificate of Operation is issued, the following items need to be delivered to the City Clerk's Office:

- _____ Letter of agreement between the operator of the vehicle and the holder of the Certificate of Operation to provide dispatching services
- _____ Driver Roster with evidence that all persons who operate the vehicle possess a valid Park Ridge Chauffeur's license
- _____ Fleet Roster with a Certificate of Insurance for each vehicle with coverage in the amount of \$500,000, combined single limit against liabilities for injuries or death, naming the City of Park Ridge as an additional insured from a "B" rated or better insurance company (10-5-8)
- _____ Evidence that all vehicles to be licensed have satisfactorily passed the current State Inspection Evidence that all vehicles to be licensed have satisfactorily passed Park Ridge Police Department Inspection
- _____ Proof of Purchase of Park Ridge Vehicle Registration tag for each registered vehicle for hire

For State Inspections, you may contact S & E Inspections, Inc. at 3204 Rose, Franklin Park, IL 60131, 847/678-6110 OR you may use any other Official IDOT Testing Station with permission granted in writing by the Park Ridge Police Department.

Bi-Annual inspections conducted by the Park Ridge Police Department are mandatory. You may contact them at 847/318-5252.

A \$500 renewal fee is billed on December 1 annually which is to be paid on or before January 1.



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APPLICATION FOR LIVERY CERTIFICATE OF OPERATION

APPLICANT INFORMATION		
FULL NAME		
ADDRESS, CITY, ZIPCODE		
DATE OF BIRTH	TELEPHONE	EMAIL ADDRESS
BUSINESS INFORMATION		
NAME		ADDRESS
PHONE		EMAIL
LIST # CHARACTER REFERENCES		
Name	1.	
Full Address		
Telephone		
Name	2.	
Full Address		
Telephone		
Name	3.	
Full Address		
Telephone		

BUSINESS INFORMATION

Please explain the type of service your company will provide. Include the days and hours of operation, proposed number of vehicles, and the area to be serviced by your company.

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE, SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.

Describe the publics need for the service.
What are the chauffeurs wages to be paid?
Describe your prior taxicab experience.
What is your proposed location of the companies taxi-cab stand?
What is the location from which service will be provided?
Describe the manner in which the public will contact the taxicab operator for service.

The City shall cause notice of the filing of this application to be published in a newspaper of general distribution within the City. Such notice shall designate a public place for the hearing to be held no less than five (5) days nor more that fifteen (15) days from the date of publication. **The burden of proof shall be upon the applicant to establish by clear and convincing evidence that public needs required the issuance of the operator’s certificate applied.**

By checking this box, I certify that all information provided on this application is true and correct to the best of my knowledge. I also certify that I have been provided with, have read, and fully understand the rules and regulations set forth relating to Livery services as indicated in the Municipal Code, Article 10.

Signature of Applicant

Date

FOR OFFICE USE

Date of Public Hearing _____ Newspaper & Publication Date _____
 Recommendation YES NO Final Action Date _____



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I, _____, swear of affirm that I have not
Print Name

been convicted of a felony or motor vehicle violation in the last five (5) years. I

understand that according to IL State Law, you are not obligated to disclose expunged

juvenile records of adjudication or arrest.

The signature of the person named above must be witnessed by a Notary Public

State of Illinois)
) SS
County of Cook)

Subscribed and sworn to before me on this ____ day of _____, 20 ____.

Printed Name

Signature
(Signed before a Notary Public)

(Seal)

My commission expires:

Notary Public

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