

City of Crystal Lake Vehicle Immobilization (Booting) Guidelines

No person, firm or corporation shall engage in vehicle immobilization activities on private property in the City of Crystal Lake without first obtaining a vehicle immobilization license. The license must be approved by the City of Crystal Lake pursuant to the City Code.

The following instructions must be completed to receive a vehicle immobilization license:

1. Review the rules and regulations for private property vehicle immobilization set forth by the vehicle immobilization ordinance in the City Code.
2. Complete the application in full and submit all required documents.
3. Submit the application and all required documents along with:
 - a. \$100 application fee in the form of a check, money order, or cash payable to the City of Crystal Lake;
 - b. A replica window notice as discussed in the rules and regulations as well as the vehicle immobilization ordinance,
 - c. The proposed warning signs to be submitted to the City's Building and Engineering Department for review, and
 - d. Proof of required insurance.
4. Return the completed application packet in person to:

Chief of Police
City of Crystal Lake Police Department
100 W. Municipal Complex
Crystal Lake, IL 60014

5. After the packet is submitted for review, the City will determine if you are eligible for a license. Incomplete applications and lack of required documentation will not be considered.

Private Property Vehicle Immobilization: Rules and Regulations

The following rules and regulations regard the Crystal Lake's vehicle immobilization ordinance:

1. Before vehicle immobilization occurs, a successful application along with the necessary fee must be provided. The initial and annual fee is \$100.
2. The vehicle must be parked illegally on private property and the vehicle immobilizers given authorization in writing by the parking lot owner/operator to boot the vehicle.
3. If the vehicle's owner is present during or at the time of immobilization, booting must cease and desist at no charge.
4. Proper notification including time of immobilization, location, and description of vehicle must be provided to the Police Department at least 15 minutes after booting is undertaken.
5. No fewer than two warning signs must be posted in each designated booting lot. These signs must be approved by the City and be posted at least 14 days prior to the first vehicle booting occurring. Proper signage will meet the following:
 - a. Each sign must be visible at all times and free from obstruction;
 - b. Each sign must give warning that an illegally parked vehicle will be booted;
 - c. Each sign must not be less than 24 inches in height and 36 inches in width;
 - d. Each sign must be posted four feet above the ground but no more than eight feet above the ground;
 - e. The sign's lettering must be painted with reflective materials and be in contrast with its background colors.
 - f. Each sign must include the maximum boot removal fee, which is \$100.
 - g. Each sign must contain the name and telephone number of the authorized booting company.
6. The immobilization company must place a notice on the window of the driver's door. The notice must be easily removed and provide the contact information of the booting company; the cost to release the vehicle; acceptable forms of payments, and time/date booting occurred.
7. The booting company must remove the boot within 60 minutes of request, unless they are currently engaged in another removal.

8. The booting company must accept either cash or credit/debit as a form of payment for boot removal.
9. The booting company must maintain a telephone number so a representative can be reached at all times.
10. If there are violations of this ordinance, corresponding monetary penalties might apply.

The purpose of these rules and regulations are guidelines in nature. However, full detail of the City's vehicle immobilization policy can be viewed in the City's Code.

City of Crystal Lake Vehicle Booting Application

Date _____

Owner Information

Booting firm's owner name _____

Date of birth _____ Home phone number _____

Home address _____

Business Information

Business name _____

Business address _____

Business phone number _____

- Business is a
- Individual Proprietorship
 - Joint Venture
 - Partnership
 - Corporation

Number of years doing business in Crystal Lake _____

Has the booting firm received any commendations and/or written complaints from any governmental agency in conduct of said business within the last five (5) years?

YES NO

If YES, explain in detail on a separate sheet of paper.

State any business activities aside from participation in booting services:

Is the firm a member in good standing with the Better Business Bureau or similar professional association?

YES NO

Has the applicant, business, or member of the business ever had a booting license or contract revoked, suspended, or cancelled? YES NO

If YES, explain on a separate sheet of paper.

Does the business currently hold a license or have a contract with any other municipal, county, or state agency for booting service? YES NO

If YES, explain in full detail on a separate sheet of paper.

Booting Vehicles

Vehicle 1

Make _____ Model _____ Year _____

Registration # _____ Vehicle identification # _____

Vehicle 2

Make _____ Model _____ Year _____

Registration # _____ Vehicle identification # _____

Vehicle 3

Make _____ Model _____ Year _____

Registration # _____ Vehicle identification # _____

Vehicle 4

Make _____ Model _____ Year _____

Registration # _____ Vehicle identification # _____

Vehicle 5

Make _____ Model _____ Year _____

Registration # _____ Vehicle identification # _____

Booting Firm Operator Roster*

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

Full name _____ Date of birth _____

Address _____

Home phone # _____ Number of years employed by firm _____

Driver License #, State & Classification _____

*** If any of the names listed on the above roster have been convicted of a crime/ ordinance violation within the 5 years immediately preceding the date of this application include: each specific charge, date of conviction, place of conviction and sentence for each employee on a separate sheet of paper. This should be complete for each individual and each conviction.**

Insurance Provider

Full name of insurance provider _____

Provider address _____

Provider phone # _____ Expiration date _____

Is the liability insurance more than \$100,000 per person for injury or death and more than \$25,000 per property damage incident? YES NO

If YES, include a copy of proof with your application package

If NO, explain

Parking Lots

Lot 1

Location of lot _____

Parking lot owner's full name _____

Parking lot owner's phone # _____

Name of business (es) associated with parking lot (if applicable)

Business owner's address _____

Business owner's phone # _____

Lot 2

Location of lot _____

Parking lot owner's full name _____

Parking lot owner's phone # _____

Name of business (es) associated with parking lot (if applicable)

Business owner's address _____

Business owner's phone # _____

Lot 3

Location of lot _____

Parking lot owner's full name _____

Parking lot owner's phone # _____

Name of business (es) associated with parking lot (if applicable)

Business owner's address _____

Business owner's phone # _____

Lot 4

Location of lot _____

Parking lot owner's full name _____

Parking lot owner's phone # _____

Name of business (es) associated with parking lot (if applicable)

Business owner's address _____

Business owner's phone # _____

The applicant understands that a vehicle immobilization license is for a term not exceeding one year. Every vehicle immobilization license will expire on April 30 of each year. The initial fee and renewal fee for a license is \$100. The initial fee must be paid before the license is granted and the renewal fee must be paid prior to the date of license expiration. A vehicle immobilization license is terminated automatically and without further action of the City if the renewal fee is not paid within 15 days after the time required. In the event of such termination, the vehicle immobilization license cannot be reissued by the City except after payment by the licensee of the full annual fee.

The applicant also understands that if any information required by this application has changed or is supplemented with new information, the applicant/licensee must submit that changed or supplemental information to the City within 15 days after the change or supplement, on a form provided by the City.

Under penalty of perjury, I hereby affirm that the above information is true and correct, said declaration being duly dated and signed in the City of Crystal Lake, Illinois.

Signature

Date

For City of Crystal Lake Use Only

Received in Police Dept. By: _____ Date: _____

Complete Application YES NO APPROVED Reviewed By: _____

Replica Window Sticker YES NO APPROVED Reviewed By: _____

Signage Given to B&E YES NO APPROVED Reviewed By: _____

Proof of Insurance YES NO APPROVED Reviewed By: _____

\$100 Fee Paid YES NO Reviewed By: _____

License Approved YES NO By: _____ Date: _____