



Welcome to the Village of Tinley Park

The Village of Tinley Park operates under a council-manager form of government with a Mayor, Village Manager, Village Clerk and six-member Board of Trustees. Meeting at 8 p.m. on the first and third Tuesdays of each month, the Board of Trustees approves policies and procedures, relying on recommendations from staff and the members of the Village's volunteer commissions. For more information, please visit our website at www.tinleypark.org.

Village Clerk | 708-444-5000

The Clerk's Office is the custodian of the Village seal and keeper of the Village records. This office maintains the Village codes and official documents. The Clerk's Office provides information on elections and location of polling places, and is responsible for ethics management for all elected and appointed officials. This office handles the following services:

Village Licenses: These include vehicle stickers, dog and business licenses.

Vehicle stickers: All vehicles registered in Tinley Park are required to have stickers, which are valid from May 1 through April 30 and go on sale April 1. Car stickers are \$25 prior to June 30 and are \$45 after that date. Trucks must also display a sticker and the price depends on weight. Senior citizens (65+) may purchase a passenger car sticker for \$1.50 upon proof of ownership and age. After June 30, the cost is \$3.

Dog licenses: A dog license is required annually and can be purchased for \$3 at the Village Clerk's Office. A current certificate of rabies inoculation is required at the time of issuance. They are valid January 1 through December 31. Roaming dogs should be reported to the police, who will impound them.



Business licenses: Contact the Clerk's Office.

Voter Registration: You may register at the Clerk's Office located in the Village Hall. Bring two forms of identification with your current Tinley Park address.

Parking Permits: Parking permits for the Oak Park Avenue train station commuter lots are available on a first come, first served basis. Contact the Clerk's Office for availability.

Notary Public Service: Contact the Clerk's Office.

Census: The Village Clerk's Office coordinates both the decennial and special censuses. The data collected helps determine the number of seats Illinois has in the U.S. House of Representatives and the amount of federal funds received for such things as schools, senior centers and public works projects. It is also the basis for many state revenue payments such as income tax and motor fuel tax.

Freedom of Information: The Clerk's Office processes Freedom of Information requests received by the Village. To request copies of records or to personally inspect records, information must be requested in written form. Completed requests should be delivered to Freedom of Information Officer, via mail, fax or in person. Written requests can also be electronically submitted via e-mail to foia@tinleypark.org.

Village Collector: This is the fiscal officer for the Village of Tinley Park, maintaining receipts for all Village revenues and working with the Village Treasurer to maintain the record of all tax receipts.



Public Works | 708-444-5500

This department is responsible for many behind-the-scenes jobs. It ensures that the nearly 16 square miles of streets are maintained and snow plowed, and that the 2,950 light poles are in working order.

This department also oversees the pumping of more than 4.2 million gallons of water each day for Tinley Park users and works to ensure sanitary and storm sewers are functioning. Please contact the Public Works Department to check sewer lines before contacting a plumber. The department will check the sewer line at no cost to residents.

Utility Bills: Water and sewer bills can be paid at the Village Clerk's Office and Police Department. All accounts are billed quarterly, but times vary for different sections of the Village. Please call the Public Works Department if you want to know when your bill should arrive.

Convenient online services for utility bill payments are available by visiting the Village's website at www.tinleypark.org. Look for the "Utility Billing Online Access" link and follow the easy directions to sign up for the E-Z Pay Program (payments made directly from your bank account), or to make payments with your Visa or MasterCard credit or debit card. In addition to using the online payment services, utility customers can continue to pay their bill by mail, or pay in person during business hours at the Village Hall (after-hours deposit box is next to the front door) or 24/7 at Police Department. Credit cards are accepted.

Water Billing: There is a base charge for water varying by meter size. For most residents, the base charge is \$30.94. The consumption is billed at \$6.10 per 1,000 gallons for the first 20,000 gallons, and \$8.30 per 1,000 gallons for usage over 20,000 gallons. There is a base charge of \$7.19 for sanitary sewer charges and \$1.14 is charged for each 1,000 gallons. For storm water maintenance, there is a base charge of \$1.86 which includes 6,000 gallons, and then each additional 1,000 gallons greater than 6,000 is billed at \$0.31 each. A 10 percent late charge is applied to unpaid bills the day after the due date. Please allow sufficient time if mailing your payment as the late charge is applied to accounts not received by the due date.



Renters must pay a \$75 deposit. The deposit is retained until the final bill is rendered. All customers are required to call to make an appointment for a final reading when discontinuing service. A final bill will be issued and the account will be put into the new owner's/ renter's name.

Garbage Removal: Residential service is provided by Tinley Park Disposal at 708-532-8787.

Building Department | 708-444-5100

The professionals in the Building Department use their expertise and creativity to ensure that all construction projects, remodeling and renovations meet local and national construction codes and safety standards. Inspectors work diligently with architects, developers, contractors and Tinley Park businesses and residents to make sure plumbing, electrical and construction work is completed properly within code and with permits. The Building Department also handles property maintenance and code enforcement issues.

Planning Department | 708-444-5100

The Planning Department creates land use plans for the Village and reviews proposals for new development, redevelopment, and housing subdivisions. Planners implement the Village's Zoning and Landscape Ordinances and coordinate services related to flood plain management, transportation, and urban design.

Economic Development | 708-444-5030

This department is responsible for all business attraction and retention activities in the community. The economic development program was recognized by the U.S. Department of Commerce and the National League of Cities for promoting a business climate that broadens the tax base for citizens, improves the quality of life and enhances the property values for homeowners. Professional staff assists business leaders, investors, developers and entrepreneurs in turning retail, office, commercial and industrial development plans into reality. Call this department or visit the award-winning www.TinleyParkBiz.biz if you are interested in opening or expanding a business.

Marketing and Communications | 708-444-5045

This department provides comprehensive information on a wide range of Village services, projects and events that impact the business and residential communities on a daily basis. In addition, it promotes tourism and entertainment opportunities within the Village, strengthening the business community and maintaining a high quality of life for residents and visitors.

Health and Consumer Protection | 708-444-5070

The Health and Consumer Protection Officer inspects food establishments for quality products, properly functioning equipment and cleanliness to ensure the safety of employees and patrons alike. This office handles all complaints directed to it against Tinley Park businesses as well as complaints issued involving other businesses outside of the Village.

Important Village Ordinances

Parking: Parking on the street is prohibited from 2:00 a.m. until 5:00 a.m., or after one inch of snowfall.

Curfew: Young people under the age of 17 must not be on the streets after 10:30 p.m. except on Fridays, Saturdays and the days before national holidays, when curfew is extended to 11:30 p.m.

Burning: Burning of refuse, garbage and leaves is prohibited.



Village of Tinley Park

16250 S. Oak Park Avenue
Tinley Park, IL 60477
708-444-5000

www.tinleypark.org

Hours:

Monday - Friday; 8:30 a.m. - 5:00 p.m.

Saturday; 9:00 a.m. - 1:00 p.m.

STAY IN TOUCH

- **Online:** www.tinleypark.org hosts information on the latest news and events.
- **Community Email:** Information delivered weekly to your email inbox. Subscribe by visiting the Village website and clicking on the "Stay Informed" tab on the lower left.
- **Facebook:** "Like" us at www.facebook.com/VillageofTinleyPark for information in your news feed.
- **Twitter:** Follow Tinley Park at www.twitter.com/tinleypark_IL.
- **Tinley TV:** Airs constantly on Comcast Channel 4 and U-verse Channel 99, as well as on the Village's YouTube channel. Visit www.tinleypark.org/TPTV for information.



Village Department Services