

**Robert J. Lovero**  
Mayor



**Collections & Licensing**



**A Century of Progress with Pride**

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-5163

[WWW.BERWYN-IL.GOV](http://WWW.BERWYN-IL.GOV)

**Welcome to the City of Berwyn!**

Congratulations on your purchase and Welcome to the “*City of Homes.*” Attached is useful information regarding rules and regulations for the City of Berwyn. If you have any questions regarding the information provided in this packet, please contact City Hall at (708) 788-2660.

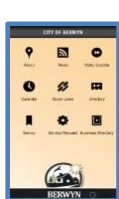
**Berwyn City Hall Hours**

Monday, Wednesday, Thursday, Friday: 9:00 AM – 5:00 PM  
Tuesday: 9:00 AM – 8:00 PM • Closed on Saturday and Sunday

**Berwyn City Council**

City Council meetings are held at 8:00 PM every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at City Hall. All residents are welcome to come.

<b>OTHER SERVICES AT CITY HALL</b>			
<b>Building Department</b>	<b>Collector’s Department</b>	<b>Clerk’s Department</b>	<b>Other Departments</b>
<ul style="list-style-type: none"> <li>• Report Blight issues</li> <li>• Obtain Building permits</li> <li>• Real estate transfers</li> <li>• Yard Waste Stickers available</li> </ul>	<ul style="list-style-type: none"> <li>• Register your pet (License)</li> <li>• Purchase Visitor or Commuter parking passes</li> <li>• Pay your water bill</li> <li>• Business Licensing</li> <li>• Contractor Licensing</li> </ul>	<ul style="list-style-type: none"> <li>• Garage sale permits &amp; temporary sign usage requests</li> <li>• Freedom of Information Requests</li> <li>• Voter Registration</li> <li>• Block party requests</li> <li>• Handicap sign applications</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Community Development Department</b></li> <li>• <b>Senior Services</b></li> <li>• <b>Water Department</b></li> </ul>



**BE CONNECTED WITH THE “City of Berwyn” SMART PHONE APP**

The City of Berwyn Smartphone application is a free application that serves as a resource for both residents and community stakeholders. Among many things, this app features an events calendar and news feed, business directory, and a service request form. This interactive tool is a great way to keep up with up- to-date with happenings in the community

**EMERGENCY ALERT PROGRAM**

Get alerted about emergencies and other important community news by signing up for our Emergency Alert Program. This system enables us to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods. You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how.

Register on [www.berwyn-il.gov](http://www.berwyn-il.gov). If you do not have access to the internet or need assistance with registering, leave a message at (708) 749-6563. A representative will call you back to complete your registration.

## ONLINE BILL PAY



Welcome from Mayor Robert J. Lovero! In a continuing effort to improve service to our residents, the City of Berwyn is pleased to provide you with this convenient bill payment option.

### Vehicle Stickers

City ordinance requires that any resident owning a car, motorcycle, truck, or bus MUST obtain a Berwyn vehicle sticker each year. Vehicle stickers still valid from another town becomes invalid when residency is established in Berwyn. All vehicle stickers are renewed in the month of June every year.

**\*New Residents must purchase a new sticker at City Hall within 30 Days of residency.**

In order to purchase a City of Berwyn vehicle sticker, please provide the following:

- Valid Driver's License with Present Berwyn Address
- State Registration with Present Berwyn Address

### Fees:

- Passenger Car: Stickers are \$50 each for the first three vehicles per household or can be purchased at the off-street sticker price. Cars parked off street between 3 A.M - 6 A.M will be offered a discount and will be charged \$30.00 for passenger/ \$55.00 for B- trucks.
- Motorcycles -\$35.00
- RV's, Motor Trucks, Tractors, and Buses- Fees according to Class
- Senior Citizens (65 & Older)-Receives (1) Free Sicker per household. Vehicle must be registered in the senior's name in order to qualify.
- Retired Veterans- (1) Free sticker with proper ID or military license plate.

Please contact the Collector's Office at (708)788-2660 Ext. #6457/ #6458/ #6459/ #6460.

## **WATER DEPARTMENT • Water, Sewer & Garbage Bill \* (BILLED QUARTERLY)**

**New residents- will receive a Garbage move-in bill. This will be the first bill.**

**Garbage, Sewage, and Water usage will be combined on one bill on the next billing cycle.**

Online: [www.berwyn.il-gov](http://www.berwyn.il-gov)

**Over the phone:** The City is pleased to report that in collaboration with the Illinois State Treasurer's Office, payment by phone is now available. By calling 888-249-1804, utility account customers (Water/ sewer/ garbage) can use the automated phone system to make any preferred payment with a credit or debit card.

**Senior Garbage Discount:** Residence must be senior owned and occupied Senior citizen age 63 or over. The application form is online and at City Hall. Please submit the form to the Water Department. If approved, it must be renewed every year.

**Payment Type Accepted-** No fees charged.



**Sellers/Realtors/Attorneys/Title Company:** The FINAL BILL can be paid online, in person only, or over the phone. Final water readings must be scheduled 5 days prior to closing. Please call or visit the water department for further information (708) 788-2660 Ext. 6463/ 6464/6466.

**Ambulance Payments - (Link is on our website)**

**BLIGHT DEPT.** Online payments for Blight fines/tickets/ invoices is not available at this time. Please contact the Blight Department at (708)788-2660 Ext. #6437 with any questions.



**A Century of Progress with Pride**

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427

## **When Permits are Required**

**Permits are required on all improvements made to buildings and properties including, but not limited to the following:**

**Permits are required for any and all work being performed by a contractor.**

1. All Electrical Work
2. All Plumbing & Sewer Work (Not including faucet or toilet replacement)
3. Additions and Dormers (Architectural Drawings Required)
4. Interior and Exterior Structural Alterations (Architectural Drawings Required)
5. Demolition Work
6. Any Kitchen and Bathroom(s) Remodeling
7. Installing New Bathroom(s)
8. Any Basement & Attic Remodeling including New Bedrooms
9. Drywall, Framing and Insulation
10. Attic Insulation
11. Windows Replacement Including Glass Block Windows
12. Replacement of Window & Door Awnings
13. Replacement of Garage Overhead Doors
14. Boiler, Furnace, Central Air, Water Heater, Duct Work installations or replacement
15. Demo or Install of Garages, Sheds, Playhouses, Gazebos, Pergolas, Roofed Over Patios & Car Ports
16. Decks, Porches, Stairs, Hand Railings, Riser and Tread Replacement
17. Siding, Gutters, Downspouts, Soffit and Fascia
18. Roofing – Tear Offs, Layovers and Repairs
19. Tuck-pointing, Stucco, Brick Replacement
20. Install/Replacement of Concrete, Pavers & Asphalt
21. Install/Replacement of Fences and Gate(new install or replacement)
22. Swimming Pools, Hot tubs, Jacuzzis
23. Built in Fireplace(s) & Grills
24. Dumpsters & Moving “PODS” (required if placed on the street)
25. Utility Work

If work is done by **OWNER**, permits are **not required** for appliance installation, storm windows, storm doors, interior or exterior painting, door replacement(as long as same size), interior trim work, floor covering or refinishing, alarm systems hooked up to WI-FI & pressure washing (cannot use chemical that are harmful to the environment).

Any contractor performing work must be licensed and bonded in the City of Berwyn. The property owner is responsible for acquiring a permit when required. A signed contract must be submitted.

**Penalties:** Property owners who obtain a “by owner” permit must be present on the job at all times while work is performed. Anyone caught using a contractor for work on a by owner permit, or working without a permit will be fined \$500.00, plus twice the normal permit fee. The City may require the owner to remove the improvement if the work is not performed to code.



# GARBAGE & YARD WASTE PICK-UP NOTICE

Your garbage & yard waste pick-up date is :

<input type="checkbox"/> MONDAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> FRIDAY
---------------------------------	----------------------------------	------------------------------------	-----------------------------------	---------------------------------

WASTE MANAGEMENT HAS JUST RELEASED A WEBSITE SPECIFIC TO BERWYN RESIDENTS FOR FASTER SERVICE:

[HOME.WM.COM/BERWYN](http://HOME.WM.COM/BERWYN)

- ▶ REQUEST ADDITIONAL CONTAINERS
- ▶ **REQUEST CONTAINER REPAIR OR REPLACEMENT**
- ▶ REQUEST PICK-UPS FOR BULKY ITEMS
- ▶ LEARN ABOUT RECYCLING
- ▶ SEE HOLIDAY SCHEDULES
- ▶ FIND YARD WASTE COLLECTION DATES
- ▶ LEARN ABOUT CHRISTMAS TREE PICK-UP
- ▶ REPORT MISSED SERVICE



### General Information

- ▶ Food garbage must be disposed if in the 96 gallon garbage cans and the lid must be closed at all times. *Non-food items can be* placed on the side of the garbage can 24 hours before the scheduled pick up date.
- ▶ Recycled items must be placed into the 64 gallon totter that has "**Recycling Only**" on lid. Recycling container will not be picked up if they contain normal garbage.

\*\*\*The City of Berwyn follows the Illinois Statute on fines for improper waste disposal. These fines can range from \$50 -\$750 per day. Follow these simple guidelines to assure that you do not receive citations.

**Waste Management contact: (800) 964-8988**

### SPECIAL PICK-UP

**Oversized items may require a special pick-up by Waste Management.**

- ▶ Please contact **Waste Management** before putting any items outside.

#### Appliances

The City of Berwyn is a "Take All" customer of Waste Management's. You are allowed to put out **(1)** appliance per week at no charge. For more than one item per week, the fee for more than one appliance is **\$20.00** per appliance.

- **Washer • Dehumidifier • Stove • Hot Water Heater • Freezer**
- **Furnace • Air Conditioner • Dryer • Dishwasher • Refrigerator**
- Furniture: Included at no charge with your normal bill. It must be placed out before 6:00 AM on pick-up day but no sooner than 24 hours before pick-up.
- Bulk items are not to exceed 4 cubic yards.

### Yard Waste

Acceptable items include grass clippings, leaves, tree branches (broken into a manageable length), and brush.



**Non-acceptable items include dirt, stone, concrete, or rocks.**

Leaves, grass, etc. will be picked up on your regular pick-up day and must be placed in the options below:

Option #1	Option #2
Brown yard waste bags  ▶ No sticker needed.	A 32- Gallon plastic container with lid can be purchased at any Home Improvement store.  ▶ The container must have a <b>"YARD WASTE"</b> label that may be picked up at City Hall.

**If someone illegally places garbage/ debris on your property, please call the Non-emergency line (708) 795-5600 and file a "Fly- dump report" with the Police Dept. to avoid court appearance, fines, and pick up fees that may be issued.**



Owners must keep dog or cat on a leash at all times while being walked. Residential properties must be free of domestic animal feces on a daily basis. **If an owner allows dog/cat to defecate on a public street, alley, ground, parkway, or any other private or public property, the owner is responsible for picking up the animal feces from the place of deposit immediately.**

## GARBAGE GUIDELINES

- Do not mix household refuse with recyclables in the recycling garbage can. Mixed recyclables with refuse will not be collected.
- Do not put recyclable materials in plastic bags.
- All recyclable materials should be rinsed free of food with caps/lids removed
- Cardboard must be flattened or cut in manageable pieces and put into the recycle can and the lid must be able to close.

### What's Recyclable?

All acceptable recyclable items can be placed together inside the recycling can for collection.

#### Glass

Bottles & Jars (Brown, Green & Clear)

#### Metal

Beverage Cans & Clean Aluminum Foil, Steel or tin cans, Empty Aerosol cans

#### Paper & Cardboard

Magazines, Telephone Books, Newspaper & all Inserts, Computer & Writing Paper, Junk Mail, Brown Paper Grocery Bags, File Folders, Corrugated Cardboard Boxes, Dry Food Boxes such as Cereal, Cake Mix & Cracker Containers, Shoe Boxes, Pizza boxes, Empty Paper Towel & Toilet tissue tubes

#### Plastic Bottles & Rigid Containers

1 & 2 Liter Soda Bottles, Plastic Flower Pots, Plastic Plates & Trays, Laundry Detergent Containers, Milk & Water Bottles, Margarine Tubs, Baby Wipe Containers, Plastic Cups, Cooking Oil Bottles, Shampoo Bottles, Squeezed Mustard Bottles, Deli Containers, Cosmetic Containers, Six & Twelve Pack Rings



[www.berwyn-il.gov](http://www.berwyn-il.gov)

*Think Green & Keep  
Berwyn Clean*

## At Your Door Special Collection Program in the City of Berwyn.... starts OCTOBER 1, 2018.



## Do You Have Electronics? Used Motor Oil In Your Home? Old Cans Of Paint? Used Batteries?

For a complete list of acceptable items, program guidelines and to schedule a home collection:

- Go to [WMATYOURDOOR.COM](http://WMATYOURDOOR.COM)
- Call (800) 449-7587

Starting October 1st, Waste Management will offer a convenient service to Berwyn residents to properly dispose and recycle home-generated special materials - safely, easily and responsibly. These items may include paint, household cleaners, compact fluorescent lamps (CFL), automotive products, garden chemicals, batteries, electronics and more, that can be conveniently picked up at your home by simply scheduling a collection.

The materials accepted through this program include:



#### Automotive Products

Antifreeze, batteries, brake fluid, motor oil and filters, fuels and more.



#### Garden Chemicals

Fertilizers, insect sprays, herbicides, pesticides and weed killers.



#### Paint Products

Paint, caulk, glue, stain, stripper, thinner and wood preservative.



#### Household Cleaners

Ammonia, heavy-duty cleaner, rust remover, tile/shower cleaner, upholstery cleaner and more.



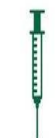
#### Electronics

Computer, monitor, keyboards, MP3 players, televisions, DVD/CD players, tape players, VCR, cell phones, desktop printers, fax machines and microwaves.



#### Mercury containing items

Batteries, compact fluorescent lamps, fluorescent tubes, thermometers, and thermostats.



#### Sharps, needles and lancets

Must be placed in a sealed, rigid, puncture resistant container.



**RECYCLE OFTEN.  
RECYCLE RIGHT.™**



**Always recycle:**



**Plastic Bottles  
& Containers**



**Food & Beverage  
Cans**



**Paper**



**Flattened Cardboard  
& Paperboard**



**Food & Beverage  
Cartons**

**Do NOT include in your mixed recycling cart:**



**NO Food Waste**  
(Compost instead!)



**NO Plastic Bags  
& Film**  
(Find a recycling site at  
plasticfilmrecycling.org)



**NO Foam Cups  
& Containers**  
(Check Earth911.org for options.)



**NO Needles**  
(Keep medical waste out of recycling. Place in  
safe disposal containers like Waste Management's  
MedWaste Tracker® box.)

**To Learn More Visit:  
[RecycleOftenRecycleRight.com](http://RecycleOftenRecycleRight.com)**

**#RORR**

© 2016 WM Intellectual Property Holdings, LLC. The Recycle Often, Recycle Right® recycling education program was developed based upon national best practices. Please consult your local municipality for their acceptable materials and additional details of local programs, which may differ slightly.

Dear Berwyn Resident/ Building Owner:

This letter is being supplied to you as a courtesy regarding several ordinances that you need to be aware of. They pertain to animals, garbage, and parking.

**Animals:**

**Ordinance 616.03 (c) - Cruelty:** No person shall be cruel to an animal in any way by unnecessarily failing to provide an animal in his/her charge or custody, as owner or otherwise, with proper food, drink, shelter, or air.

**Ordinance 616. (e)- Number permitted:** No person shall keep/ harbor, in the city, more than [3] dogs/ cats over two months old on any premises occupied by [1] family or more.

**Ordinance 616. (b)-Prohibition:** Except as provided in subsection (c) hereof, no person shall feed, or cause the feeding of any wild/feral animals and / birds within the corporate limits of the City.

**Garbage:**

**2006 International Property Maintenance Code 307.1**

**Accumulation of Rubbish or Garbage-** All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish/ garbage.

**2006 International Property Maintenance Code 307.2**

**Disposal of Rubbish:** Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

**Ordinance 672.04(a) – Grass /leaves into street:** Blowing/ raking leaves onto street is a violation and violators are subject to fine up to \$750.00. Grass/ leaves are a cause of clogged sewers.

**Parking:**

**Ordinance 1276.12**

- (a) As used in this section, “open private land” means an area of land not enclosed by a garage or carport.
- (b) No person shall park or store a vehicle, boat, or trailer on open private land, except as permitted by this Zoning Code.

Thank you for taking the time to read over the above information. If you have any questions regarding the topics above, please contact The Department of Neighborhood Affairs at (708) 788-2660.

## **Summer/Fall/ Winter Helpful Seasonal Services and Info**

The City of Berwyn offers many helpful seasonal services throughout the year. Below is information you may find useful during the summer, fall, and winter months.

### **Open burning**

Recreational fires defined as “a safely conducted & controlled outdoor fire utilized for comfort or relaxation” are allowed. However, all the following rules of the open burning ordinance must be followed. The fire shall not be used in such a manner as to emit offensive smoke/odors or when other circumstances make such fires hazardous. The fire shall be controlled & attended by someone 18 years or over. A portable fire extinguisher with a minimum rating of 4-A or other approved agents such as sand/dirt/water shall be available for immediate use. The fire shall not be permitted to create excessive smoke, flying cinders, or smoke. Fires must also be conducted in an approved container that is above ground and in no event built into the ground/ located below grade. For more information or concerns, please contact the Fire Prevention Division at (708) 749-6523.

If you believe someone is acting irresponsible and is in violation of the open burning ordinance, contact the Police Department at (708) 795-5600.

### **Leaves**

During the fall months, it is important to collect/ rake leaves correctly. Please follow the correct procedure for raking and gather leaves. Yard waste debris can be bagged and then picked up until the end of the year (week of December 31<sup>st</sup>). For further information, please visit their website at **HOME.WM.COM/BERWYN** or call toll- free Waste Management at 1-800-964-8988.

\*\*\* Do not rake and/ or blow your leaves into the street. It is a violation of Berwyn City Ordinance 672.04 to rake or blow leaves into the street. A Local Ordinance Ticket will be issued to those who rake or blow leaves and yard debris into the street. The fine for the ticket can carry up to a \$750.00.

### **Snow**

During snow season, it is the homeowner’s responsibility to maintain all surrounding walkways clear of snow. Please follow the correct procedure to shovel snow. Snow should not be shoveled into the street, alley, fire hydrant, or any other City property.

Snow removal is also available for qualifying Senior and Disabled Citizens. For more information and to apply for the Senior Services Program, you may contact Senior Services at (708) 484-2510 or visit the department’s page at **Senior Services** on the City of Berwyn website.

### **PUBLIC WORKS DEPARTMENT**

The Public Works Department provides for the design, construction, management and maintenance of the City's infrastructure, including streets, trees, water, sidewalks, sewers and storm drains; buildings and structures; vehicles and equipment; street lights and traffic signals. In addition, we manage community volunteer programs for beautification and clean-up projects, residential garbage and recycling, graffiti abatement and facilitate environmental compliance.

Hours: Monday through Friday: 7:00 A.M. to 3:00 P.M.

Robert Schiller, Director

public.works@ci.berwyn.il.us

1 Public Works Drive

(708) 749-4700

[www.berwyn-il.gov](http://www.berwyn-il.gov)







**Jacqueline Pereda Township  
Assessor**

6600 W. 26th Street Berwyn, IL 60402  
(708) 788-6600

**Dear Residents,**

**TOWNSHIP OF BERWYN, HEALTH DISTRICT SERVICES INCLUDE THE FOLLOWING DEPARTMENTS:**

**Vital Records Office:** Maintains records of all Berwyn birth and death certificates, documents and records dating back to the early 1900's;

**Sanitation Department:** Ensures food-related businesses, schools and daycare facilities are inspected on a regular basis along with restaurant inspections, new business inspections, complaint monitoring and follow-ups conducted as needed;

**Child Care Assistance:** Assist applicants in filling out and filing forms for Kid Care, an Illinois sponsored free or low cost medical insurance for kids and pregnant women. Our office is also an *Access to Care* registration site, we can assist our residents in completing applications for this program;

**Covid-19 Vaccinations:** Available by appointment and by homebound visits for all Berwyn residents. Covid-19 vaccines currently available: Pfizer, Moderna and Johnson & Johnson;

**Nursing Department:** Administers low cost school physicals, immunization clinic, infant, toddler, school age, and adults, by appointment for Berwyn residents, blood pressure screening, tetanus and flu inoculations (adult & children), TB tests, Hepatitis B, Hepatitis A, Tdap, health screening, diabetes screenings, special cholesterol screenings, agency referral service, lead screening referrals and follow-up.;

**Special Services:** Medical waste disposal - special sharps program for residents, RX Take back. Program allows for collection of non-narcotic unused or expired prescription drugs;

**TOWNSHIP SERVICES INCLUDE:**

**General Assistance:** Single, unemployed adults seeking employment or applying for Supplemental Security Income (SSI) may be eligible for General Assistance through the Berwyn Township offices. Applicants must meet residency, income and asset guidelines, and not be eligible for other government-sponsored assistance. Adults with children are referred to the Illinois Department of Human Services. While receiving General Assistance, individuals must adhere to General Assistance guidelines. Issuance of Temporary Handicap Parking Placards;

**TOWNSHIP ASSESSOR'S OFFICE:**

Provides assistance in the following

- Homeowners exemptions
- Senior Exemptions
- Senior Freeze
- Disability exemption
- Obtaining duplicate tax bills for property owners
- Support with submitting name or address changes to the Cook County Treasurer's Office.
- Support with Homeowners submitting appeals to the Cook County Assessor's Office /
- Cook County Board of Review to request a reduction of assessed property valuation.

**For more information regarding:**

The Township Assessor's Website visit us at [www.berwynassessor.org](http://www.berwynassessor.org)

Applying for Exemptions on Cook County Assessor's Website visit [www.cookcountyassessor.com](http://www.cookcountyassessor.com)

Tax bills can be found on Cook County Treasurer's Website at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com)

All deed information can be found on Cook County Clerk's Recorder of Deeds Office Website at <https://www.cookcountyclerk.gov/service/search-recordings>

Jacqueline Pereda

David J. Avila

Margaret M. Paul

**Township Assessor**

**Township Supervisor**

**Township Clerk**

Edwin Espinoza

Tomasa Ambriz Jesse Miranda

Maribel Zapata

**Township Trustees**

# City of Berwyn Department Directory

City Council Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month.

Note: Resident Parking only between the hours of 3:00AM and 6:00AM citywide. Visitor passes may be purchased at City Hall or the Parking Division at the Police Department (pack of 15 one-time use passes for \$5.00).

For information regarding the City's senior programs, services, and organizations, call 708-749-6492 or 708-749-6489.

## MUNICIPAL OFFICES

<b>City Hall</b>	<b>788-2660</b>
6700 W. 26 <sup>th</sup> Street	
Hours:	
Mon, Wed, Thu, Fri	9am – 5pm
Tue:	9am – 8pm
<b>Police Department</b>	
6401 W. 31 <sup>st</sup> Street	
Non-emergency	795-5600
Emergency	9-1-1
Hours:	
Administration	
Mon – Fri 9:00AM-5:00PM	
Records Window	
Mon - Fri 9:00AM-5:00PM	
Parking Window	
Mon, Wed, Fri 9:00AM-5:00PM	
Tue-Th 9:00AM-8:00PM	
Report Stray Animals	749-2113
Report Blight	749-6437
<b>Fire Departments</b>	
<b>Central House</b>	<b>484-1644</b>
6700 W. 26 <sup>th</sup> Street	
<b>North House</b>	<b>484-1645</b>
6615 W. 16 <sup>th</sup> Street	
<b>South House</b>	<b>484-1646</b>
6434 W. Windsor Avenue	
<b>Berwyn Library</b>	<b>795-8000</b>
Hours:	
Mon-Thu 9:00AM-9:00PM	
Fri-Sat 9:00AM-5:00PM	
Sun 1:00PM-5:00PM	

<b>Public Works</b>	<b>749-4700</b>
6700 W. 30 <sup>th</sup> Street	
Hours:	
Mon - Fri 7:00AM-3:00PM	
Recreation Department	749-6531
6501 W. 30 <sup>th</sup> Street	
Community Development	749-6550
6420 W. 16 <sup>th</sup> Street	
Berwyn Historical Society	788-6600
1401 S. Grove Avenue	
Berwyn Development Corp.	788-8100
<b>Health District</b>	<b>788-6600</b>
6600 W. 26 <sup>th</sup> Street	
1 <sup>st</sup> Floor	
<b>Berwyn Township Assessor</b>	<b>788-6600</b>
6600 W. 26 <sup>th</sup> Street	
2 <sup>nd</sup> Floor	
<b>EMERGENCY ASSISTANCE</b>	
Berwyn Police & Fire Department	
- 24 hours Emergency!	911
Graffiti Hotline	749-2112
MacNeal Hospital	1-888-MACNEAL
-Emergency Department	783-6000
-Community Health Programs	783-3800
Salvation Army	773-725-1100
Poison Control	1-800-942-5969
Red Cross – Hillside	547-6576

## RECREATIONAL AREAS

<b>Pavek Recreation Center</b>	<b>788-6531</b>
<b>North Berwyn Park District</b>	
<b>749-4900</b>	
Community Center – 1619 S. Wesley	
16 <sup>th</sup> Street Theater – 6420 W. 16 <sup>th</sup> Street	
Pryce Park - 16 <sup>th</sup> Street & Wesley	
Berwyn Gardens - Grove & Maple	
Jefferson Field - 16 <sup>th</sup> Street & Wenonah	
Kriz Park - 15 <sup>th</sup> and Maple	
Unity Park - 1227 Kenilworth	
Hett Park – 19 <sup>th</sup> & Cuyler	
<b>Berwyn Park District</b>	
<b>Proksa Park</b>	<b>795-2892</b>
3001 S. Wisconsin	
<b>Freedom Park</b>	<b>788-1701</b>
37 <sup>th</sup> & Scoville	
<b>Liberty Cultural Center</b>	<b>795-2891</b>
6445 W. 27 <sup>th</sup> Place	
Karban Dog Park	
3430 W. 34 <sup>th</sup> Street	
Wading Pool	
3701 S. Scoville	
Smirz Skate Park	
34 <sup>th</sup> & Highland Ave.	
Sunshine Park	
29 <sup>th</sup> & Oak Park Ave	
Unity Park	
25 <sup>th</sup> & Cuyler Ave	
Friendship Park	
25 <sup>th</sup> & Kenilworth	
Hessler Park	
34 <sup>th</sup> & Kenilworth	
<b>Sokol Tabor</b>	<b>788-7977</b>

**DAY CARE**

Berwyn Park District	795-2892
Riverside Drive Site	788-4548
Happy Bear	484-7170
Happy Days Child Dev. Center	795-0099
Montessori Children's House	652-9202
Morton West Preschool	222-5947
North Berwyn Park District	749-4900
Pav YMCA Child Care/Preschool	729-0606
St Leonard Preschool	484-1828
Sunny Days Learning Centers	484-0230
Pinnacle Adult Day Care	
3615 S. Harlem	484-8510

**EMERGENCY FOOD & HOUSING**

Hunger Hotline	1-800-359-2163
St. Leonard's Share Food Program & Emergency Food Pantry	484-0015
CEDA Energy Assistance	222-3824
Cook County Housing (Section 8)	312-663-5447
Homeless Hotline	1-800-654-8595

**EMPLOYMENT ASSISTANCE**

Illinois Employment Office Training Center	222-3100
---	----------

**FAMILY PLANNING**

MacNeal Hospital	783-9100
Roseland Planned Parenthood	773-468-1600
Rush-St. Luke-Family Center	312-942-2777
UIC OB/GYN Pregnancy Clinic	312-996-7006
W. Cook County Child/Family	449-0625

**FINANCIAL ASSISTANCE**

Berwyn Township	
General Assistance	788-6600
Fire Victims/Red Cross (24 Hrs)	338-6100
Heating Shut-off (P.L.C.C.A.)	450-3500
Human Services/TANF & Food Stamps	338-7600
Salvation Army	788-8050
Social Security Office	1-800-772-1213

**HEALTH/MEDICAL**

AIDS Action Hotline	1-800-243-2437
American Diabetes Assoc	312-346-1805
Berwyn-Cicero Council Aging	863-3552
Berwyn Public Health District	788-6600
Cook County Dept. of Public Health Clinics Adult, Dental, Prenatal, STD, Well Child WIC	344-6052
Women/Infant & Children	450-7232
HIV Anonymous	492-2190
MacNeal Hospital	
-Family Practices	783-2000
-Behavioral Health Service	783-3140

-Home Care	447-3555
-Primary Care Offices	783-9100
-interpreter Services	783-5555
Tuberculosis Clinic	366-5000

**SCHOOLS**

**PAROCHIAL**

St. Odilo School	
2301 S. Clarence	484-0775
St. Leonard School	
3322 S. Clarence Ave	749-3666

**PUBLIC**

**School District 98**

Superintendent's Office	
6633 W. 16 <sup>th</sup> Street	484-6200
Prairie Oak School	
1427 S. Oak Park Ave.	795-2442
Havlicek School	
6401 W. 15 <sup>th</sup> Street	795-2450
Jefferson School	
7035 W. 16 <sup>th</sup> Street	795-2452
Lincoln Middle School	
6432 W. 15 <sup>th</sup> Street	795-2475
Special Education Office	
6633 W. 16 <sup>th</sup> Street	795-2460

**School District 100**

Superintendent's Office	
3401 S. Gunderson Ave	795-2300
Special Student Services	
3401 S. Gunderson Ave	795-2470
Emerson School	
3105 S. Clinton Ave	795-2322
Irving School	
3501 S. Kenilworth Ave	795-2334
Komensky School	
2515 S. Cuyler Ave	795-2342
Pershing School	
6537 W. 37 <sup>th</sup> Street	795-2349
Piper School	
2435 S. Kenilworth Ave	795-2364
Hiawatha School	
6539 W. 26 <sup>th</sup> s Street	795-2327
Heritage Middle School	
6850 W. 31 <sup>st</sup> Street	749-6110
Freedom Middle School	
3016 S. Ridgeland Ave.	795-5800

**School District 201**

Superintendent's Office	
2423 S. Austin Blvd	222-5700
Alternative School	
4935 15 <sup>th</sup> Street	222-3080
Morton East High School	
2423 S. Austin Blvd.	222-3080
Morton West High School	
2400 S. Home Ave	222-5700

**School District 527**

Morton College	
3801 S. Central Ave	656-8000

**SOCIAL SERVICES AGENCIES**

Berwyn Parent's Anonymous	222-4503
Child Abuse Hotline	800-252-2873
National Runaway Switchboard	800-621-4000
Rape Hotline	630-971-3927
Sarah's Inn/Shelter	386-4225
ILL Dept of Children & Family Service	
DCFS Hotline	1-800-25-ABUSE(22873)
Youth in Crisis	
6412 W. 27 <sup>th</sup> Street	303-8887
Fillmore Center for Human Services	
6918 Windsor Avenue	795-4800
Children's Center of Cicero/Berwyn	
1447 S. 50 Court, Cicero	652-1202
Catholic Charities	
1400 S. Austin Blvd.	222-1491
Seguin Services, Inc	
3100 S. Central Avenue	863-3803
Illinois Department of Human Services West Suburban Office	
2701 Lake Street	338-7600
ALCOHOL / DRUG	
AL-Non / AI-Ateen	312-409-7245
Alcohol Anonymous	312-346-1475
Family Service Prevention Team	383-7500
Narcotics Anonymous	484-4884
Riveredge Hospital	771-7000

**WORSHIP**

**BAPTIST**

First Baptist Church of Berwyn	
6916 W. 34 <sup>th</sup> Street	749-8800
Oak Park Ave Baptist Church	
3101 S. Oak Park	788-3101
Ukrainian Baptist Church	
6751 Riverside Dr.	788-0999

**BIBLE CHURCHES**

Grace Bible Church of Berwyn	
6900 W. 16 <sup>th</sup> St.	749-0944
Emmanuel Bible Church	
6630 W. Ogden	493-1528

**CHRISTIAN REFORMED**

Ebenezer Christian Reform	
1300 S. Harvey	795-6480

**EPISCOPAL**

St. Michael and All Angels	
6732 W. 34 <sup>th</sup> St	788-2197

**LUTHERAN**

Concordia Lutheran Church	
---------------------------	--

3144 S. Home Ave 484-9784  
 Unity Lutheran Church of Berwyn  
 6720 W. 31 Street 788-4132  
 Good Shepherd Lutheran Church  
 9717 W. 19 Street 788-9054  
 Faith Evangelical Lutheran Church  
 4135 S. Scoville Ave 317-5355

West Suburban Bar Association  
 Free Legal Advice  
 Oak Park Office 352-5678

**OTHER PROTESTANT**

First Reformed Church  
 1900 S. Oak Park Ave 788-8936

**ROMAN CATHOLIC**

St. Leonard's Church  
 3318 S. Clarence Ave. 484-0015  
 St. Odilo  
 2101 S. Clarence Ave 484-0755  
 St. Pius X  
 43<sup>rd</sup> & Oak Park Ave 484-7951  
 St. Mary of Celle Church  
 1428 S. Wesley Ave 788-0876  
 St. Mary of Celle Parish Music Ministry  
 1448 S. Wesley Ave 795-7057

**SEVENTH DAY ADVENTIST**

Czechoslovakian Seventh-Day Adventist  
 1228 S. Euclid Ave 749-3144  
 Berwyn Hispanic Seventh-Day Adventist  
 6916 W. 34<sup>th</sup> Street 343-6759

**UNITED CHURCH OF CHRIST**

First Congregational Church of Trinity  
 Community United Berwyn  
 6500 W. 34 Street 749-0676  
 North Berwyn Congregational Church  
 1241 S. Oak Park Ave 795-6889  
 Church of Christ  
 7011 Riverside Dr. 484-1818  
 Christian Life Center  
 3409 S. Grove Ave 637-5044

**OTHER USEFUL NUMBERS**

Solutions for Car  
 7222 W. Cermak Rd. 447-2448  
 AT&T (Telephone) 1-800-244-4444  
 Comcast (Cable) 1-866-594-1234  
 ComEd (Electricity) 1-800-334-7661  
 RTA Travel Information 836-7000  
 Metra Commuter Trains 312-322-6777  
 Nicor (Gas) 1-888-642-6748  
 Pace Bus Passenger Service 847-364-7223  
 Secretary of State  
 Drivers License Information 312-796-1000  
 U.S. Post Office  
 6625 W. Cermak Rd. 484-5392  
 Waste Management 1-800-796-9696

**Robert J. Lovero**

Mayor



**Collections and Licensing**

**A Century of Progress with Pride**

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427  
[www.berwyn-il.gov](http://www.berwyn-il.gov)

**Parking: Visitor Passes**

Resident Parking Only between the **hours of 3:00 a.m. and 6:00 a.m.** is in effect citywide. This restriction is in place seven (7) days a week and is in addition to any other parking restrictions posted on your block. Any non-resident who parks on any street in the City will be ticketed, unless an official visitor's pass is properly displayed.

A Visitor Parking Pass is a "one day" permit issued to a city resident for the use of individuals who do not reside in Berwyn. A "One Day" permit is defined as the 24 hour period indicated on the face of the visitor parking pass. The Visitor Parking Passes are sold in books, with fifteen **(15) passes in each book, at a cost of \$5.00 per book** and can be purchased at Parking Division at the Police Department or in City Hall.

The illegal use of a Visitor's Pass can result in a parking penalty of \$100.00 per each occurrence. Any misuse of Visitor Passes such as using to avoid the purchase of a City vehicle sticker, duplication of the pass, providing false information to obtain the pass, etc. could result in a fine of \$100.00 per day. A separate misuse is committed each day during or on which a violation occurs or continues to occur.

To purchase Visitor Parking Pass booklets, please visit the Police Department or City Hall in person.

**Location and Hours**

City Hall  
6700 West 26<sup>th</sup> Street  
Berwyn, Illinois 60402

708-788-2660

Berwyn Police Department  
6401 W. 31<sup>st</sup> Street  
Berwyn, Illinois 60402

708-795-5600

Monday, Wednesday, Thursday, & Friday 9:00-5:00 P.M.  
Tuesday 9:00 A.M. - 8:00 P.M.

**Parking Window**

Monday, Tuesday, Wednesday, and Friday: 9:00 A.M.-5:00 P.M.  
Thursday: 9:00 A.M.-8:00 P.M.








**Front desk window is open 24 hours a day.**



**A Century of Progress with Pride**

Dear Resident,

With summertime finally upon us, there are some common violations which are listed below, while is not a complete list, it includes of the things that you may want to look at and correct to avoid any fines that may incur. Thank you for your cooperation by doing your part in order to keep our city looking beautiful.

Update		<p><b><u>Important Message</u></b>  <b>Please contact the Building Department at (708) 749-6445 to update your mailing address and phone number changes to ensure all information is up to date.</b></p>
Accumulations		<p>-Maintain the exterior premises free of accumulation of trash, garbage, brush or construction materials that would encourage the infestation of rats, vermin, insects, rodents, and other pests. Lid must be down at all times.          *Small <i>Non-food bagged items</i> can be placed on the side of the garbage can 24 hours before the scheduled pick-up day.</p> <p><b>WASTE MANAGEMENT HAS JUST RELEASED A WEBSITE SPECIFIC TO BERWYN RESIDENTS: PLEASE VISIT <a href="http://HOME.WM.COM/BERWYN">HOME.WM.COM/BERWYN</a> FOR FASTER SERVICE OR CALL 1-800-964-8988).</b></p> <p>▪REQUEST ADDITIONAL CONTAINERS ▪REQUEST CONTAINER REPAIR/REPLACEMENT          ▪REQUEST PICK-UPS FOR BULKY ITEMS ▪LEARN ABOUT RECYCLING ▪SEE HOLIDAY SCHEDULES ▪FIND YARD WASTE COLLECTION DATES ▪LEARN ABOUT CHRISTMAS TREE PICK-UP ▪REPORT MISSED SERVICE</p>
Overgrown Grass & Weeds		<p>All premises and exterior shall be maintained free from grasses, weeds, or plants growth more than 10 inches tall.</p> <p><b>⇒Please trim all bushes and hedges that have overgrown over the public way.</b></p>
Vehicle Storage		<p>No vehicle shall be parked, kept, or stored on any soft ground (gravel/grass). Every parking space should have a hard all weather surface and no vehicle should at any time be in a state of disrepair, disassembly, or in the process of being stripped or dismantled and <u>cannot</u> be left on jack stands.</p> <p><b>⇒ Vehicle tags &amp; stickers must be current.</b></p>
Animals: Unination & Defecation		<p>Owners must keep dog or cat on a leash at all times while being walked. Residential properties must be free of domestic animal feces on a daily basis.</p> <p><b>⇒ If an owner allows dog/cat to defecate on a public street, alley, ground, parkway, or any other private or public property, the owner is responsible for picking up the animal feces from the place of deposit immediately.</b></p>
Street Numbers		<p>Provide address numbers which must be clearly visible from the street and alley.</p> <p><b>⇒Numbers must be 4” to 12” in height, contrasting with the mounting surface.</b></p>
Electronics Recycling & Home Generated Special Materials		<p><b><u>Materials accepted with Waste Management’s At Your Door Special Collection program:</u></b></p> <p>As of October 1, 2018, Berwyn residents who receives services from Waste Mangement can schedule a collection by calling <b>(800) 449-7587</b>. For a complete guide of acceptable items, please visit <b>WMATYOURDOOR.COM</b></p> <ul style="list-style-type: none"> <li>• Household Chemicals</li> <li>• Automotive Products</li> <li>• Paint Products</li> <li>• Garden Chemicals</li> <li>• Sharps, needles &amp; lancets</li> <li>• Swimming Pool Chemicals</li> <li>• Electronics</li> <li>• Mercury containing items</li> </ul>

## City of Berwyn Phone Directory

### City Hall

6700 W. 26 <sup>th</sup> Street (708) 788-2660	Monday, Wednesday, Thursday, & Friday 9:00-5:00 P.M. Tuesday 9:00 A.M.- 8:00 P.M.
---	--

### Police Department

6401 W. 31 <sup>st</sup> Street <b>Non-emergency (708) 795-5600</b> <b>Dial 911 for Emergency</b> Manned 24 hours for emergency and service calls  Note: <i>Resident Parking only between the hours of 3:00 A.M. and 6:00 A.M. is in effect citywide. Visitor passes may be purchased for a pack of 15 one time use passes for \$5.00.</i>  Visitor Parking passes also sold here.	<b><u>Records Window</u></b> Monday –Friday 9:00-5:00 P.M.  <b><u>Parking Window</u></b> Monday, Wednesday, and Friday: 9:00 A.M.-5:00 P.M. Tuesday and Thursday: 9:00 A.M.-8:00 P.M.  <b><u>Administrative Hours</u></b> Monday- Friday 9:00-4:00 P.M.
Graffiti Removal Hotline	(708) 795-5628
To report stray animal	(708) 795-5600 X 3140
To Report Blight	(708) 788-2660 X 6437

### Public Works

6700 W. 30 <sup>th</sup> Street (708) 749-4700 Public Works <a href="mailto:public.works@ci.berwyn.il.us">public.works@ci.berwyn.il.us</a>	Monday- Friday 7:00 A.M. -3:00 P.M.
To report an alley pothole or request parkway tree trimming please call 708-749-4700 or you may send an e-mail.	
Notice a burned out or damaged light pole? Public Works will report the request if you call 708-749-4700.	

### Community Development / Community Relations

6700 W. 26 <sup>th</sup> Street (708) 795-6850	Monday- Friday 9:00 A.M. -5:00 P.M.
---	-------------------------------------

Nicor Gas	(888) 642-6748
Com Ed	(800) 334-7661

### Berwyn Township

Offices located in the administration building include: <b>Supervisor, Assessor, and General Assistance</b>	
6600 W. 26 <sup>th</sup> Street (708) 788-6600 <a href="http://toi.org/berwyntownship/">http://toi.org/berwyntownship/</a>	Monday, Wednesday, and Thursday- 9:00 A.M.-5:00 P.M. Tuesday 9:00 A.M.-8:00 P.M. Friday 9:00 A.M. -2P.M.

### Berwyn Public Library

2701 S. Harlem Avenue (708) 795-8000	Monday- Thursday 9:00 A.M. -9:00 P.M. Friday & Saturday 9:00 A.M. -5:00 P.M. Sunday 1:00 P.M. -5:00 P.M.
---	--

### Fire Department Stations

<b><u>Fire Department Station #1</u></b> 6434 Windsor Avenue (708) 484-1646	<b><u>Fire Department Station #2</u></b> 6615 W. 16 <sup>th</sup> Street (708) 484-1645	<b><u>Fire Department Station #3</u></b> 6700 W. 26 <sup>th</sup> Street (708) 484-1644
---	---	---

Poison Control	(800)942-5969
----------------	---------------

