



Reserved Accessible Parking Policy

POLICY STATEMENT

A Reserved Accessible Parking Space near a residence is a special privilege granted by the Borough of Dormont only to persons with a verifiable disability. Such a space will be granted only to those who are mobility impaired to the extent that they cannot manage without the Reserved Accessible Parking Space. This policy only applies to public residential street parking in un-metered areas.

I. Application Process

- 1) Any resident with a disability or their caregiver (hereafter referred to as The Applicant) can apply for Reserved Accessible Parking on the street of their residence. If the residence is on a corner lot, then the Reserved Accessible Parking would be on the street facing the front door of the unit.
- 2) The Applicant must file a proper application at the Borough Office on forms provided by the Borough Manager.
- 3) The Applicant must submit a Physician's Certificate on a form as provided by the Borough Manager. The certificate shall be completed based on an examination within 6 months of submission of this Application.
- 4) An incomplete or illegible application form may be denied by the Borough.

II. Renewal Application Process

- 1) Reserved Accessible Parking Spaces are reviewed on an annual basis in January of each year by the Traffic and Parking Planning Commission.
- 2) Renewal notices are sent out in October of each year. The Transportation and Parking Planning Commission will get a list of these notices in October as well. It is the responsibility of each applicant to send in their renewal application by January 1st of each year.
- 3) Borough staff will review the applications to ensure that basic conditions such as having a handicapped designation on the vehicle are still current.

- 4) The Traffic and Parking Planning Commission will review the complete list of renewals at their January meeting and recommend any applications which should not be renewed. Any applications so recommended will be provided to the Borough Council for final action on whether to renew or not.
- 5) A designated Reserved Accessible Parking Space may be removed if a renewal application is not completed and approved by either the Traffic and Parking Planning Commission or the Borough Council.

III. Applicant Eligibility Criteria

- 1) The Applicant must be a resident of Dormont. With this in mind, every applicant must show a valid Pennsylvania Drivers License with a Dormont address.
- 2) The Applicant must possess a valid PennDOT issued Person with Disability (PD*) registration plate, or PD parking placard.
- 3) PD registration plates and PD placards do not exempt a resident from the requirement to purchase a residential permit parking sticker in zoned areas.
- 4) The Applicant cannot have adequate off-street parking (driveway, parking pad, garage, etc.) available at the Applicant's residence.

* Includes disabled veteran, severely disabled registration plate/decal and person with disability motorcycle plate.

- 5) If the Applicant is a caregiver, they must reside in the same residence as the person with disability.
- 6) The Applicant's PD registration plate or PD placard must be valid for at least 6 months beyond the period of filing the application or beyond the Borough's review of Renewal Applications.
- 7) The Applicant shall meet at least one of the conditions outlined in the Physician's Certificate.
- 8) If the Applicant, or their property, has physical or other limitations that are not outlined in the Physician's Certificate or other documents and the Borough believes they are severe enough to warrant a Reserved Accessible Parking Space, serious consideration will be given during the review process.

IV. Application Review Process

- 1) After the Application is verified, the Accessible Parking Coordinator, as assigned by the Borough, will perform a site inspection and include a report with the New or Renewal Application. The Accessible Parking Coordinator will contact Applicant with further details regarding the Application review process.
- 2) The Police Chief will evaluate the safety and traffic impact of designating reserved parking and include a report with the Application.

- 3) New and Renewal applications will be reviewed by the Traffic and Parking Planning Commission (T&PPC), who will make a recommendation to Borough Council for final determination regarding granting a Reserved Accessible Parking Space. Attendance of the Applicant is mandatory at this review.
- 4) The T&PPC reviews applications at its monthly Public Meeting (the second Tuesday of each Month).
- 5) Borough Council will review the Application at their monthly Business Meeting (the first Monday of each month). Attendance of the Applicant is not mandatory.
- 6) The final decision regarding the Application will be provided to the Applicant in writing.
- 7) In making the final determination regarding New or Renewal Applications, the Borough will apply the criteria contained in this policy.

V. Designation of Reserved Accessible Parking Spaces

- 1) Reserved Accessible Parking Spaces will be located and designated according to the American for Disabilities Act, Pennsylvania State Law, and Borough of Dormont Code.
- 2) Reserved Accessible Parking Spaces will be designated by a Reserved Parking Sign and blue paint on the curb.
- 3) The requested Reserved Accessible Parking space must be installed in front of the applicant's property, unless deemed unfeasible by the Borough, and then such space should be placed as near to the requested property as possible.
- 4) The shape, size, and color of the Reserved Parking Sign shall conform to the requirements set forth in Section § 212.114.(e) of the Pennsylvania Code and PennDOT Handbook of Approved Signs (Publication 236).
- 5) The installed Reserved Accessible Parking Sign shall be reflective.
- 6) Reserved Accessible Parking Signs that are damaged, disappear, or become obsolete are to be replaced as rapidly as feasible by the Borough.
- 7) Reserved Accessible Parking signs shall be positioned so as to be visible to the driver of a vehicle when parked in the space or passing by.
- 8) Reserved Accessible Parking Signs shall be positioned below all other signs.
- 9) Reserved Accessible Parking Signs shall meet all standards set by the Pennsylvania Department of Transportation.
- 10) Reserved Accessible Parking Signs that do not meet the State's and/or Borough's criteria for installation shall be removed at the direction of the Borough Manager.
- 11) The requested Reserved Accessible Parking Space shall not conflict with any parking restrictions already in place.

VI. Enforcement

- 1) Reserved Accessible Parking Signs and PD registration plates or placards do not exempt a resident from requirement to purchase a residential permit parking sticker in zoned areas.
- 2) Designating a Reserved Accessible Parking Space does not guarantee the Applicant a parking space because any vehicle with a PD registration plate or placard may use the space.

- 3) Dormont Police will ticket vehicles parked in a Reserved Accessible Parking Space without a valid PD plate or placard.
- 4) The fine for parking without appropriate requirements in a Reserved Accessible Parking Space shall be imposed as set forth in 75 Pa. C. S. § 3354.
- 5) A vehicle parked in a Reserved Accessible Parking Space shall be towed only if the parking space is posted with a sign indicating that vehicles in violation of this section may be towed.
- 6) The Borough reserves the right to remove a Reserved Accessible Parking Space at any time for any reason.
- 7) All Reserved Accessible Parking Spaces approved and implemented prior to the effective date of this policy shall be allowed to remain as located, but must be renewed as noted in Section II of this Policy.
- 8) There shall be no more than two Reserved Accessible Parking Spaces in any one numerical street block where parking is permitted on both sides of the street, unless for cause shown. A numerical street block shall be based on increments of hundreds (i.e., 2800 block).
- 9) There shall be no more than one Reserved Accessible Parking Space in any one numerical street block where parking is permitted on one side of the street, unless for cause shown.
- 10) In the event that an application requests a Reserved Accessible Parking Space in a location that exceeds the permitted number set forth in the previous paragraphs, the Borough shall review the application and determine if the additional space would have any adverse effect to the Borough or would adversely affect the traffic patterns or safety features thereof before approving the applied parking space.

Costs

- The applicant will be charged a non-refundable application fee of \$50 for the installation of the sign and curb markings if they are renters or only temporarily disabled. Owners of property will not be charged for the sign installation.

This policy may be amended from time to time by the Borough Council.

Policy adopted on January 7, 2013

**Application for Reserved Accessible Parking Space
(Public Residential Streets Without Meters Only)**

Instructions

Dear Resident,

Enclosed is an application for a reserved accessible parking space. The application may be filled out by the person with a disability (the Applicant) or someone assisting the person with a disability. It is important that this application is filled out completely and legibly. An application that is incomplete or illegible may be returned to the Applicant without action.

Attached to this application is a form that must be completed by the Applicant's physician certifying the nature of the disability. This form must be returned with the completed application.

Upon receipt and verification of the completed application, the Accessible Parking Coordinator of the Borough of Dormont will contact the Applicant with further instructions.

Residential streets in the Borough of Dormont are often narrow and congested and may not always lend themselves to a Reserved Accessible Parking Space. For this reason, Borough Officials carefully scrutinize all applications and conduct field inspections to determine if safety and traffic will be impacted by the placement of a Reserved Accessible Parking Space.

The Traffic and Parking Planning Commission (T&PPC) will review the application and make a recommendation to Borough Council regarding the application. Dormont Council will then review the application and approve or deny the application. The Applicant is required to attend the T&PPC review, but not the Council review. The Applicant will be notified in writing regarding the final decision of the application.

If the application is approved, a parking space will be designated as reserved as close to the Applicant's home address as possible.



**Application for Reserved Accessible Parking Space
(Public Residential Streets Without Meters Only)**

New Application: _____ Renewal Application: _____

Applicant's Name: _____
Applicant's Address: _____
Applicant's Phone Number: _____
Applicant's Vehicle Make and Model: _____

Fill out below information if this application is being completed by someone other than the applicant.

Person Completing Application: _____
Relationship to Applicant: _____
Address: _____
Phone Number: _____

To the Applicant:

- 1 Are you a resident of the Borough of Dormont?
YES NO (please circle)

- 2 Do you rent the property where you are residing?
YES NO (please circle)

- 3 Do you possess a Person with Disability* (PD) registration plate issued by the Commonwealth of Pennsylvania?
If YES - Plate Number: _____
If NO - Do you possess a PD* placard issued by the Commonwealth of Pennsylvania?
___ YES - Placard Number: _____
___ NO

- 4 Do you have private off-street parking (driveway, parking pad, garage, etc.) at your residence? YES NO (please circle)
If YES - explain why available off-street parking is unusable.

* Includes disabled veteran, severely disabled registration plate/decals and person with disability motorcycle plate.

- 5 Are you:
 Permanently Disabled
 Disabled for one (1) year or more
 Other -

Explain: _____

- 6 Briefly explain why the Applicant is need of a reserved accessible parking space.

APPLICANT'S CERTIFICATION

I am aware that it is my responsibility to file a complete application. I understand that the application will be returned to me if it is found to be incomplete, illegible, or otherwise not filed in compliance with the instructions. The Application (New or Renewal) must be accompanied by a completed copy of the attached Physician's certification.

I understand that if I use this Reserved Accessible Parking Space in any manner other than that which I described at the time of this application, the space will be removed. In addition, I agree that the Borough of Dormont retains the right to remove this Reserved Accessible Parking Space at any time.

I further understand that it is my responsibility to promptly notify the Borough of Dormont Manager should I no longer need the Reserved Accessible Parking Space. Should I require the Reserved Accessible Parking Space, I shall submit a renewal application every year during the month of my original approval or the space will be removed.

I acknowledge that, should my request for a Reserved Accessible Parking Space be denied, that I may appeal the decision to deny my request to the Council of the Borough of Dormont by re-applying with a written appeal statement.

I further acknowledge that I have read and understand the entirety of the Borough's Reserved Accessible Parking Policy.

I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that any false statements made herein are subject to the penalties of 18 Pa C.S. Section 4904, relating to unsworn falsifications to authorities.

Applicant's Signature

Date

Office Use Only

Application Submitted Date: _____

Site Inspected Date: _____

T&PPC Review Date: _____

Council Review Date: _____

Approved: _____ Denied: _____

Council President Initials: _____

Work Order Issue Date: _____

Manager Initials: _____



Physician's Certification

Applicant's Name _____

Applicant's Address _____

I, the undersigned physician, do hereby certify that:

1. I am a physician in good standing currently licensed to practice medicine in the commonwealth of PA.
2. The above named person (Applicant) is currently under my medical care; and
3. That the Applicant (*check all that apply*)
 - A. cannot walk a minimum distance of 200 feet without stopping to rest.
 - B. is immobile and restricted to a wheelchair.
 - C. is restricted by lung disease to such an extent that the person's forced expiratory volume for one second, when measured by spirometry, is less than one liter or the arterial oxygen tension is less than 60MM/HG on room air at rest.
 - D. uses portable oxygen.
 - E. has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III according to the standards set by the American Heart Association.
 - F. has a cardiac condition to the extent that the person's functional limitations are classified as Class IV according to the standards set by the American Heart Association.
 - G. is a person in loco parentis of a person specified in one or more of the paragraphs (A-F) above.

Physician's Name _____

Corporate Name (if different) _____

Type of Practice _____

Physician's Business Address _____

Business Phone _____

Date / /

Physician's Signature _____