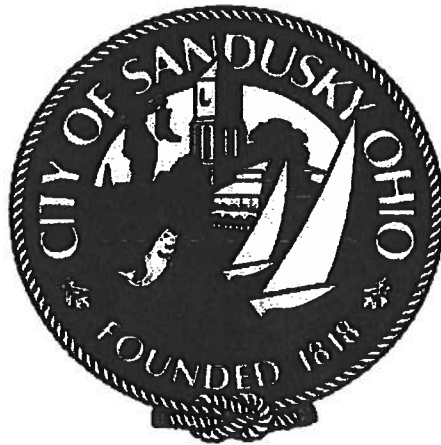


# THE CITY OF SANDUSKY, OHIO



## RESIDENTIAL ON-STREET DISABLED PARKING SPACE REQUEST PROGRAM POLICY

APPROVED BY: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Donald C. Johnson", is written over a horizontal line.

EFFECTIVE DATE: \_\_\_\_\_

7/27/10

**CITY OF SANDUSKY**  
**RESIDENTIAL ON-STREET DISABLED PARKING SPACE**  
**REQUEST PROGRAM**

**Intent**

An on-street disabled parking space may be installed in front of a residence to accommodate a disabled resident with limited mobility.

An on-street disabled parking space is intended to provide safe, close parking for a disabled resident in a high-parking demand area where parking in front of their home may not be readily available.

An on-street disabled parking space is not intended to replace parking in the resident's driveway or garage.

An on-street disabled space is provided as a courtesy to the disabled resident or family member living at that residence who has mobility limitations getting to and from the vehicle.

Each on-street disabled parking space displaces a general parking space, which can create an impact where the residential parking supply is limited. For this reason, the resident must demonstrate a real need for an on-street disabled parking space. An on-street disabled parking space is not intended to reserve a parking space for a resident who does not drive but wants a loading or unloading space for their driver who does not live with them.

**Policy**

If a disabled resident demonstrates a need for an on-street disabled parking space through the application process and the criteria for an on-street disabled parking space are met, then the City may install the disabled parking space, free of charge to the resident, as a courtesy to the disabled resident.

The Department of Planning, Engineering and Development approves or denies the request. The resident may appeal the decision to the City Manager with a written letter of appeal. The City is not required to provide an on-street disabled space.

An on-street disabled parking space remains open to the public. The adjacent resident does not have exclusive use of the on-street disabled parking space. Any registered vehicle with a valid disabled placard or disabled license plate may park in the on-street disabled space.

The City may periodically check to see if the disabled parking space is still appropriate.

The City may remove the on-street disabled parking space at any time.

## **Procedure**

1. **Application:** A disabled resident may request an on-street disabled parking space in front of their home by submitting an application to the Department of Planning, Engineering and Development. The requestor may obtain a form from the Department of Planning, Engineering and Development at 222 Meigs Street, Sandusky.
2. **Submit Application:** The resident completes and signs the application requesting a residential on-street disabled parking space. The resident delivers the original application to the Department of Planning, Engineering and Development.
3. **Staff Review:** The Department of Planning, Engineering and Development reviews the application to determine if an on-street disabled space is justified based on the following criteria:
  - (a) The requested on-street disabled parking space is intended for a residence on a City street in the City of Sandusky, not in a commercial area or on a private street.
  - (b) The requestor lives at the address where the on-street disabled space is requested.
  - (c) The nature of the resident's disability substantially limits the resident's mobility.
  - (d) The requestor supplies the vehicles license plate number and disabled parking placard number with expiration date for verification.
  - (e) Parking on-site is determined to be unacceptable based on 1) lack of driveway, 2) driveway width limitation, 3) driveway grade limitation, or 4) other site specific limitation. A driveway or garage that is used for storage is not an expectable reason to warrant an on-street disabled space.
  - (f) A site inspection by the Department of Planning, Engineering and Development confirms the need and the appropriate application of the on-street disabled space.
4. **Approval:** The Department of Planning, Engineering and Development approves or denies the request.
5. **Appeal:** If the request is denied, the resident is notified of the decision. The resident has 30 days to appeal the decision to the City Manager. The Department of Planning, Engineering and Development prepares and submits a report for the City Manager's consideration.

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6. **Installation:** If the request is approved, the Department of General Services marks the space appropriately.
  7. **Log:** The approved application is logged and filed in the Department of General Services.
  8. **Follow Up:** The Department of General Services follows up with the resident annually to ensure the space is still needed. If the resident has moved or the space is no longer needed, the Department of General Services removes the space.

**CITY OF SANDUSKY**  
**APPLICATION FOR RESIDENTIAL ON-STREET DISABLED PARKING SPACE**

Please return completed form to:

Department of Public Works  
240 Columbus Avenue  
Sandusky, OH 44870

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

I request the installation of an on-street disabled parking space at:

My home address: \_\_\_\_\_

1. What is the nature of your disability: \_\_\_\_\_

2. Which of the following do you use to aid mobility:

- WHEELCHAIR                       WALKER  
 CRUTCHES                          CANE  
 OTHER (Specify) \_\_\_\_\_

3. License plate number of the vehicle you use: \_\_\_\_\_

4. Disabled Persons Placard No.: \_\_\_\_\_

5. Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

6. In whose name is the above vehicle registered? \_\_\_\_\_

**I understand that the City of Sandusky may remove this on-street disabled parking space at any time if it is no longer used for its intended purpose. A copy of the handicapped license plate/placard to be provided with application.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**