



MYERSTOWN  
EST 1768

# Application for Designation of an On-Street Parking Space Reserved for Persons with a Disability or Severely Disabled Veterans at or Near their Residence

*All requested information on this form must be complete and legible.*

**REGISTRATION FEE: \$50.00**

*(cash, check, or money order payable to Myerstown Borough)*

**PERSON WITH A DISABILITY INFORMATION**

Name: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email : \_\_\_\_\_

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

**APPLICANT INFORMATION**

*(if applicant is a person other than the person for whom the request is being made)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to Person with Disability: \_\_\_\_\_

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

**VEHICLE INFORMATION**

Vehicle Owner: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

**LOCATION OF REQUESTED ON-STREET PARKING SPACE**

Describe the location of the requested on-street parking space (attach a drawing if necessary):

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DESCRIPTION OF PHYSICAL IMPAIRMENT

Briefly describe the nature of the physical impairment: (refer to PennDOT "Persons with Disabilities Parking Placards and Registration Plates Eligibility Requirements"; use additional pages if necessary):

Four horizontal lines for describing the physical impairment.

Is the physical impairment permanent or temporary? (check one)

[ ] IMPAIRMENT IS PERMANENT

[ ] IMPAIRMENT IS TEMPORARY (explain below)

If the impairment is temporary, describe in detail the anticipated term of the impairment (use additional pages if necessary):

Three horizontal lines for describing the anticipated term of the impairment.

Is an assistive device such as a wheelchair, brace, cane, crutch, prosthetic device, or walker used by the resident? (check one)

[ ] ASSISTIVE DEVICE IS USED (explain below)

[ ] ASSISTIVE DEVICE IS NOT USED

Assistive device used: followed by three horizontal lines for the answer.

Is the applicant the property owner of the residence? (check one)

[ ] YES

[ ] NO (see below)

\* If the applicant is NOT the property owner of the residence, a signed statement of consent by the property owner MUST be included with this application.

SIGNED PHYSICIAN STATEMENT

The Applicant must supply proof of the resident's asserted medical disability from a medical doctor, doctor of osteopathy, or doctor of podiatric medicine (collectively, "physician"). The physician's statement must be signed by the resident's physician, must not be issued more than six months prior to the date of the written request, and must specifically set forth the nature of the impairment, how the impairment limits the resident's mobility, and the estimated duration of the resident's impairment.



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**ATTACHMENTS**

The following attachments **MUST** be submitted with this application for the request to be considered.

- Copy of valid Driver's License of the person with a disability or the applicant.
- Copy of valid "Persons with a Disability Parking Placard" issued by PennDOT; and/or
- Copy of valid Vehicle Registration of the vehicle for which the "Persons with a Disability Registration Plate" was issued.
- Signed Physician Statement (*see previous page*).

**ADJACENT PROPERTY OWNERS**

List the names, addresses, and telephone numbers (if listed in a published telephone directory) of adjacent property owners of all real estate sharing a common property line with the resident's property (*use additional pages if necessary*).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**APPLICANT SIGNATURE**

I certify that the information submitted in this application and in all attachments is true and correct to the best of my knowledge. I further understand that it is unlawful and a violation of Borough Ordinances to knowingly and willfully make a false statement to any public official for the purposes of obtaining a parking space for a person with a disability or severely disabled veteran.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*(Below is for STAFF USE ONLY)*

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Registration Fee: \$50.00**     Paid Cash     Paid w/ Check \_\_\_\_\_    Staff Initials \_\_\_\_\_  
(Check Number)

Application Attachments Included:

- Copy of valid Driver's License of the person with a disability.
- Copy of valid "Persons with a Disability Parking Placard" issued by PennDOT; and/or
- Copy of valid Vehicle Registration of the vehicle for which the "Persons with a Disability Registration Plate" was issued.
- Signed Physician Statement

## Application Review Process

Upon receipt of an application, the Borough Manager or his/her designee will visit the site of the requested on-street parking space, assess the needs of the applicant, and study the available on-street and off-street parking of the affected property and nearby properties. The recommendations of the Borough Manager or his/her designee will be submitted to the Borough Council within 60 days following receipt by the Borough of the request, unless the applicant, in writing, agrees and consents to a waiver of this time requirement.

In formulating the recommendation required above, the Borough Manager or his/her designee will consider the following criteria:

- Whether the person for whom the off-street parking space is being requested is a resident of the Borough.
- Whether PennDOT has issued a person with a disability or severely disabled veteran registration plate or placard to the resident or on behalf of the resident for whom the request is made.
- Whether there exists a reasonably accessible and practicable off-street parking space to serve the location.
- Whether the resident has any other reserved on-street parking spaces in the Borough, it being understood that the Borough shall grant no more than one parking space per resident.
- The nature of the resident's disability, and whether that disability creates a need for an on-street parking space reserved for persons with a disability or severely disabled veterans that outweighs the public interest in maintaining that space for general public use.
- The physical geography of the residence. An on-street parking space shall not be reserved if there is adequate and accessible off-street parking. "Accessible" shall mean the existence of a generally level path measuring less than 100 feet leading from a parking area to the residence or formal reserved parking that complies with the Americans with Disabilities Act.
- Existing parking patterns. The Borough Manager or his/her designee will consider the following factors in formulating a recommendation:
  - Traffic or pedestrian safety issues with the proposed location of an on-street parking space reserved for persons with a disability or severely disabled veterans.
  - Availability of parking on the block.
  - Number of existing reserved on-street parking spaces on the block.
  - Whether the proposed reserved on-street parking space would block or otherwise impede access to a residence, business, or accessory structure.
  - Reserved on-street parking spaces will not be considered in alleys.
- All information set forth in the written request of the applicant; and
- Any other information which the Borough Manager or his/her designee deems applicable or appropriate under the particular facts and circumstances of each request.

The Borough Manager may seek additional guidance and research from members of the Borough Council (particularly the President of Council and the Public Safety Committee Chair), Pennsylvania's Local Technical Assistance Program, the Pennsylvania Department of Transportation, the Borough Engineer, the Pennsylvania State Association of Boroughs, and any other resources available.

If required by the Pennsylvania Motor Vehicle Code or pursuant to Pennsylvania Department of Transportation regulations, the Borough Manager or his/her designee will obtain a traffic and engineering study related to each request. The cost of any such request will be borne by the applicant. An estimated cost will be provided to the resident for approval prior to initiating fee-based studies.



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## **APPLICATION APPROVAL**

The Borough Manager or his/her designee will present the application and written recommendation at a regularly scheduled and advertised public meeting of the Borough Council. Requests for the reservation of on-street parking spaces for persons with a disability or severely disabled veterans shall only be approved by a majority vote of the Borough Council at a regularly scheduled and advertised meeting.

## **ANNUAL RENEWAL**

Any and all on-street parking spaces reserved for persons with a disability or severely disabled veterans created will remain in full force and effect for a period of one year from the date created or renewed, unless terminated earlier in accordance with applicable Borough Ordinances. Any applicant wishing for the space created at his or her request to be renewed for an additional one-year period must complete and submit an annual renewal form to the Borough, along with an annual renewal fee. The renewal form will be provided by the Borough and will be reviewed in accordance with the procedures outlined on the previous page.

## **TERMINATION**

In the event that the applicant for whom the on-street parking space reserved for persons with a disability or severely disabled veterans was created ceases to permanently reside at the location for which the space has been reserved, is no longer disabled, ceases to have a current persons with disability or severely disabled veterans registration plate or placard, fails to file the annual renewal or pay the annual renewal fee, fails to comply with any other terms of applicable Borough Ordinances, or if the Borough Manager determines that such applicant is no longer entitled to the parking space, the Borough Manager will, by written letter directed to the applicant, rescind the approval for such parking space will and direct the proper officials of the Borough to remove all signs designating such parking space.

## **RESTRICTIONS**

The parking of any vehicle not lawfully bearing a persons with a disability or severely disabled veteran's registration plate or placard when the vehicle is being operated for the transportation of a person with a disability or severely disabled veteran is prohibited at all times in such reserved parking spaces, and no parking shall be permitted at any such parking space by any vehicle other than that for which a parking space has been reserved for persons with a disability or severely disabled veterans.

If an on-street parking space reserved for persons with a disability or severely disabled veterans is created, the reserved parking space so created may be used by any person parking a vehicle lawfully bearing registration plates or placards issued by PennDOT to persons with a disability or severely disabled veterans, unless otherwise limited by Borough Council. The applicant for whom the request was submitted does not have the exclusive right to park his or her vehicle in the reserved parking space created unless otherwise limited by Borough Council.

The Borough may limit access to a parking space to a specific vehicle, license plate or other method of designation. In doing so, the Borough may charge a reasonable fee and must comply with section 6109 of the Pennsylvania Motor Vehicle Code (relating to specific powers of department and local authorities) and the Americans with Disabilities Act of 1990.

## **VIOLATIONS AND PENALTIES**

Any person violating any of the provisions of the Borough Ordinance as it applies to on-street parking spaces reserved for persons with a disability or severely disabled veterans, upon summary conviction, will be sentenced to pay a fine of not more than \$600, plus costs of prosecution. No provision in the Borough Ordinances is intended to limit or prohibit the issuance of citations for violations of the Motor Vehicle Code ("MVC"). The penalties of this section shall be deemed to be in addition to, and not in place of, any violations of the MVC, provided only that the total of all such fines for each violation shall not exceed \$600.