

**BOROUGH OF SHILLINGTON**  
**HANDICAPPED PARKING SPACE POLICY**

ADOPTED APRIL 9, 2009

**SECTION A. APPLICATION PROCESS**

1. Any resident of the Borough of Shillington may make application to the Borough for a handicapped parking space only *after* acquiring a handicapped license plate or placard or a disabled veteran license plate.
2. All applications shall be made to the Town Hall.
3. **NEW** applications shall be reviewed by the Borough's Police Committee, who will make a recommendation to Borough Council, who in turn will make the final determination regarding granting a handicapped parking space.
4. Each applicant, whether for a new permit or a renewal, shall complete an application form and provide the Borough with **ALL** the information requested.
5. An incomplete application form may be denied by the Borough.
6. Action on **NEW** applications will only be taken at the January and July meetings of Borough Council. In order for the application to be properly reviewed, **ALL** applications must be submitted at least two (2) weeks prior to the Council meeting.

**SECTION B. APPLICATION RENEWAL**

1. Each permit for a handicapped parking space shall be renewed on an annual basis. It is the sole responsibility of the permittee to seek the renewal each year.

2. Applications for renewal shall be submitted to the Town Hall between November 15<sup>th</sup> and December 15<sup>th</sup> each calendar year, with any required action to be taken at the January Council meeting.
3. **RENEWAL** applications shall be reviewed by the Borough's Police Committee, who will make the final determination regarding renewal of existing spaces.
4. In making the final determination regarding the renewal of a previously permitted handicapped space, the Borough shall apply the criteria contained in this policy.
5. Once a permit is not renewed for any reason, any application by the same applicant shall be considered a new application and shall be governed by the provisions of this policy.

#### **SECTION C. LOCATION OF HANDICAPPED PARKING SPACES**

1. No more than two (2) handicapped parking spaces shall be located on any block where parking is permitted on both sides of the street, unless for cause shown.
2. No more than one (1) handicapped parking space shall be located on any block where parking is permitted on only one (1) side of the street, unless for cause shown.
3. All handicapped parking spaces permitted prior to the effective date of this ordinance shall be allowed to remain as located, but must be renewed annually beginning January 1, 2000.
4. In the event that an application for a handicapped parking space is in a location which exceeds the permitted number set forth in the previous paragraphs, the Chief of Police and Mayor 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 granting a permit for the applied for handicapped parking space.

#### **SECTION D. STANDARDS**

1. No permit shall be granted where adequate, handicapped-accessible off-street parking is available.
2. All applications shall meet at least one (1) of the following requirements:
  - a. The applicant is wheelchair confined.
  - b. The person requesting a permit is caring for a person who has a severe physical or mental disability.
  - c. The applicant is unable to walk a distance of **Fifty (50) feet**. (Applicant may be asked to produce documentation verifying this condition.)
  - d. The applicant has severe cardiopulmonary insufficiency requiring the use of ambulatory oxygen.
  - e. The applicant requires the use of prosthetic devices that restricts normal ambulation.
  - f. The applicant has other physical or mental limitations that the Borough believes are severe enough to warrant a handicapped parking space.

#### **SECTION E. REVOCATION OF PERMIT**

1. The Borough reserves the right to revoke any permit for a handicapped parking space at any time for any reason.

#### **SECTION G. EFFECTIVE DATE**

1. This policy shall take effect immediately upon adoption.

**BOROUGH OF SHILLINGTON**  
**APPLICATION FOR HANDICAPPED PARKING SPACE PERMIT**

NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_

Location of space applied for: Street \_\_\_\_\_ House No. \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Handicapped License Plate No. \_\_\_\_\_ State \_\_\_\_\_

Handicapped Placard No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**REASON FOR REQUESTING A HANDICAPPED PARKING SPACE PERMIT:**

- Applicant is caring for an individual who has a physical or mental disability  
Name of Individual \_\_\_\_\_  
Address \_\_\_\_\_  
Disability \_\_\_\_\_
- Applicant is wheelchair confined
- Applicant is unable to walk a distance of fifty (50) feet.  
(Applicant may be asked to produce documentation verifying this condition.)
- Applicant has severe cardiopulmonary insufficiency that requires use of ambulatory oxygen.
- Applicant requires use of prosthetic devices that restrict normal ambulation (includes canes, walkers, etc.)
- Applicant has physical or mental limitations that are severe enough to warrant a handicapped parking space:  
Specify \_\_\_\_\_

**Affirmation That Information Supplied Is True and Correct:**

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Date Received \_\_\_\_\_ Date Action Taken \_\_\_\_\_

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Permit No. \_\_\_\_\_