

City of Clinton, Iowa

Persons with Disabilities- Residential Parking Spaces

New Application: \_\_\_\_\_ \$25.00

Renewal Application: \_\_\_\_\_ \$5.00

1. Name of Person with Disabilities: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Vehicle License Number: \_\_\_\_\_

2. Reason for Request: \_\_\_\_\_

3. **Persons with Disabilities parking permit number:** \_\_\_\_\_

4. Do you own the vehicle that will be parking in this stall? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby certify that the above information is true and correct.

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

**PLEASE NOTE:** The Persons with Disabilities parking spaces are **NOT EXEMPT** from the snow emergency parking regulations. The Persons with Disabilities Permit expires after one year

**PUBLIC WORKS DEPARTMENT**

Do you concur with the above request?

Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**POLICE DEPARTMENT**

Do you concur with the above request?

Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DISABILITY PARKING APPLICATION CHECKLIST

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle information (must have a valid disabled persons license plate or permanent disabled persons placard ID card and vehicle registered in your name or your full-time live-in caretakers name):

YES NO

- 1. Do you have a valid disabled persons license plate or permanent disabled person placard ID card? *License plate number or copy of placard must be provided.*
- 2. Do you have a vehicle registered in your name? If no, complete #3 below.
- 3. Does your live-in caretaker have a vehicle registered in their name? *Proof of registration must be provided.*
- 4. What type of vehicle will you be using (e.g. Handicap accessible van, etc.):  
\_\_\_\_\_

Residence Information (must live full-time at the residence where sign requested and have owner permission):

- 5. Are you a full-time resident of the address where a sign is requested? *Two forms of identification must be provided.*
- 6. Do you own the residence for which you are applying? If no, complete #7 below.
- 7. If you rent, do you have signed permission from the owner for the handicap space? *Signed permission must be provided.*
- 8. Do you reside in an apartment building with three or more units? Houses/apartments with three or more units do not qualify.

Property Information:

- 9. Do you have a driveway of sufficient width (14+ feet) where you can park your vehicle?
- 10. If there is a driveway, is it too steep for you to walk on?
- 11. Do you have a garage of sufficient width (14+ feet) where you could park your vehicle?
- 12. Do you have an alley behind your house with a driveway or access available to you from the alley to your house?
- 13. Is there already an existing disabled person parking stall in the same block within 150 feet of your address in any direction?
- 14. Do you live on a street where parking is prohibited on the side of the street of your residence?
- 15. Do you live next to a corner? Signs cannot be installed within 40 feet of an intersection.

**I attest that these statements are accurate and true:**

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Signature

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Date

**I confirm that the information listed here is current and correct:**

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Public Works Director

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Clinton Police Department

**ITEMS REQUIRED TO BE SUBMITTED WITH APPLICATION:**

- 1. Copy of valid disabled person license plate or permanent disabled person placard ID card.
- 2. Vehicle registration in applicants name or applicants' full-time live-in caretakers name.
- 3. Two forms of identification evidencing address.
- 4. Signed permission form if renting/leasing.

## **DISABILITY PARKING PROCESS**

### **INITIAL APPLICATION PROCESS:**

1. All applications for persons with disabilities parking spaces in residential areas shall be submitted to the Public Works Department- 925 S 3<sup>rd</sup> St, Clinton, Iowa.
2. Applications are then reviewed by the Public Works Department and the Police Department. The application is ultimately approved or denied by the City Council. Upon approval by the City Council, the applicant will receive a phone call informing them of the approval and telling them that \$25.00 (either cash or check) must be submitted before the disability parking sign is installed. The sign shall only be installed after payment of the permit fee has been received.
3. If the Clinton Police Department or Public Works Department states the request is not warranted, (such as: garage access is available), and the City Council denies the application, a letter will be mailed to the applicant informing them of the denial. Should the applicant want to appeal the decision, they may submit a written request letter to the City Administrator within 14 calendar days of the receipt of the denial. Failure to timely file said written request for hearing shall constitute a waiver of the right to any appeal. The decision of the City Administrator shall be final.

### **RENEWAL PROCESS:**

1. In September of each year, annual renewal letters are mailed to all disability permit holders. Enclosed with the renewal letter, is a renewal application to re-apply for the following year. The renewal application has to be completed by the permit holder and returned to the City of Clinton along with the renewal fee of \$5.00. If the renewal fee has not been received by the date in the renewal letter, the City will assume the space is no longer needed and the disability parking sign will be removed. If the applicant was late renewing the permit, the cost will be \$25.00.

### **MOVING/CHANGES:**

1. If the disabled person moves to another residence, the applicant must complete the application for the new residence. Upon approval by the City Council for the new residence, the sign will then be transferred.
2. Has the situation changes since last year? If so, please contact the Public Works Administrative Specialist at: 563-242-2144 option 1, option 3 to notify the City of the change- at that time, the application will have to be reassessed by the Public Works Department and the Police Department. Example: built a garage/driveway/ramp, etc.

### **ADDITIONAL NOTES:**

1. Please be aware that once the sign is installed, it is not a reserved parking space. Anyone with a disabled persons license plate or placard could park there.