



RE: Residential Disabled Parking Space

Dear Sir or Madam:

Please find attached the requested application for a reserved parking space for the disabled within the public right-of-way. Along with the application is a copy of the guidelines and policy statement adopted by the City of Urbana to regulate the approval and installation of the space.

When you have completed the application, you may mail or return to:

**Engineering Department  
Municipal Building – Top Floor  
205 South Main Street  
Urbana, OH 43078**

Be sure to enclose your **non-refundable** check for the application fee (\$50.00) and any supporting correspondence from neighboring property owners and residents (see Sect. II, Paragraph A, Sub paragraph 2.b on pages 1 and 2 of the policy statement). **If you are not the owner of the property, you will need to submit an approval letter from the owner along with your application.**

Upon receipt of an application and registration fee, you can normally expect an answer within 30 days. If you have any questions, please contact City of Urbana Engineering Office (listed above).

Sincerely,

Tyler Bumbalough, P.E.  
City of Urbana Engineer  
P: 937.652.4324 | F: 937.652.5145  
[tyler.bumbalough@ci.urbana.oh.us](mailto:tyler.bumbalough@ci.urbana.oh.us)

**Enclosed:**

- Application for Residential Disabled Parking Space Form
- Policy and Procedures for Residential Reserved Parking for the Disabled



**CITY OF URBANA  
DEPARTMENT OF ENGINEERING**

**POLICY AND PROCEDURES FOR  
RESIDENTIAL RESERVED PARKING FOR THE DISABLED**

**Purpose**

The purpose of this policy is to establish guidelines and fees for the installation of reserved parking spaces for *disabled persons in residential areas*.

The posting of signage will establish a parking space for a specific person and vehicle to assist those persons who are mobility impaired and have no available off-street parking at their residence.

**Procedures**

**APPLICATION AND REVIEW**

1. An individual wishing to apply for consideration of a reserved space may request an application from the Department of Engineering. The information provided on the application will help determine the initial eligibility (i.e. verification of Ohio Bureau of Motor Vehicles (BMV) recognized disability,(ORC 4503.44).
2. Upon filing of the authorized application and non-refundable fee (\$50.00) by the person with the disability and staff verification of eligibility through a site survey. The site eligibility will be approved if:
  - a. Urbana Police Division verifies eligibility
  - b. The applicant has no available off-street parking
  - c. The parking space requested is an existing on-street space, in front of, or in the case of a corner lot, alongside the applicant's residence.
    - i. The parking space shall not encroach upon a neighboring properties' frontage unless written approval for the encroachment is secured by the applicant from the resident(s) and owner of the property where the space will be located.
    - ii. Request for a parking space located other than in front of or alongside the applicant's residence will be considered on a case by case basis, and may be considered for approval only upon written concurrence from the resident(s) and owner of any affected property.

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- iii. If the applicant does not own the property in which they are applying for this space, a written consent from the landlord will need to accompany this application before the space will be approved.

## RESPONSE AND INSTALLATION

1. If the application is **granted** by the City Engineer:
  - a. The Engineering Department will establish the location of the space; a confirmation letter to the applicant accompanied by an invoice will be sent from the Finance Department.
  - b. Once the applicant remits the fee, the Engineering Department will then release the work order to the Street Superintendent for sign installation and mail the permit card (containing same ID number as the signage) to be displayed in the rear deck of the applicant's vehicle.
  - c. The appropriate sign and markings identifying the space will be installed by the Street Department (The sign shall display the same number as issued on the permit card.), within 30-45 days of authorization.
  - d. All will expire on the FIRST of the month one (1) year from installation. Application shall be made for renewal at least thirty working days before the expiration date. (A renewal fee of \$25.00 shall be submitted at that time.)
  
2. If the application is **denied** by the City Engineer:
  - a. A letter stating the reason for denial will be sent to the applicant.
  - b. Written appeals shall be sent to the attention of the Director of Administration, detailing the reasons that exceptions in the policy should be made in this specific case.
  - c. The Director of Administration shall grant or deny the exception based on the information submitted. If the application is granted, the procedure shall be the same as detailed in the preceding section. The Director of Administration's decision is final.

## **Costs of Service**

1. The non-refundable application fee for the license shall be \$50.00 payable upon submitting the application.
2. The installation fee of \$150.00 is payable upon approval of application. The purpose of this fee is to reimburse the costs used to install and to eventually remove the parking space.
3. The annual renewal fee of \$25.00 shall be paid with the renewal application.
4. An additional \$25.00 fee will be charged for the replacement of any existing signage for this space (including lost permit).

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5. If an applicant moves and wants the space transferred the applicant will owe the City as if they were applying for a new space. The cost will be \$150.00.
  6. Failure to remit payment of any fee within 30 days after the due date shall cause the permit to be terminated and the parking space removed. Reinstatement of a space once terminated for failure to pay shall be subject to the applicant paying all fees due, including the total balance of any installation still outstanding at that time, regardless of the age of the permit.

### **Exclusion of Special Considerations**

The approval and installation of a parking space under this policy does not in any way indicate that a location will receive any priority consideration for street cleaning, snow removal, street repair, or any other services extended to all residents and property owners in the normal day to day operation of the City.

The approval and installation of a parking space under this policy does not exclude the vehicle(s) registered to the holder of the permit from enforcement of any section of the vehicular traffic codes of the City of Urbana or State of Ohio, including those sections regarding abandoned vehicles, temporary no parking restrictions to permit construction or maintenance operations, and those sections defining the proper positioning of parked vehicles within the public right-of-way.



# Application for Residential Disabled Parking Space

The City of Urbana | Engineering Department  
205 South Main Street, Urbana, Ohio 43078 | (937) 652-4324 | www.urbanaohio.com

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Submittal of an application does not constitute acceptance for processing until the Engineering Division reviews the application for accuracy and completeness.

**Please remit non-refundable \$50.00 application fee with this completed form.**

## General Information

**Name of Authorized Applicant:** \_\_\_\_\_

**Address of Applicant:**

NUMBER STREET CITY ZIP

Please select one:  Rent  Own

**Daytime Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**OHIO BMV Issued:**  Driver License  ID card (Indicate which type by selecting one of the option) **Registration Number** \_\_\_\_\_ (verified by Urbana Police Division)

**OHIO BMV Disability Placard:**

Temporary: Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Permanent: Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

## Applicant's Affidavit

The undersigned hereby agree(s) to abide by all terms and conditions provided to him/her/them by the City of Urbana, and in consideration of the benefits received. The information contained herein is correct to the best of his/her/their knowledge. The undersigned understands that knowingly falsifying this information may be grounds for the denial or revoking of this application and subsequent approval thereof.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Office Use Only

**Application Received on:** \_\_\_\_\_ **by** \_\_\_\_\_  
Date Initial

**Fee Received on:** \_\_\_\_\_ **by** \_\_\_\_\_  
Date Initial  
 Fee Paid \$ \_\_\_\_\_  Cash  Debit/Credit Card  Check # \_\_\_\_\_

**Police Division Approval for Eligibility:** \_\_\_\_\_ **by** \_\_\_\_\_  
Date Initial

**Engineering Site Check for Eligibility:** \_\_\_\_\_ **by** \_\_\_\_\_  
Date Initial

**This Application is:**  Approved  Denied

**Letter of Approval Issued:** \_\_\_\_\_ **by** \_\_\_\_\_  
Date Initial

**Installation of Marked Space:** \_\_\_\_\_ **by** \_\_\_\_\_  
Date Initial

**PERMIT NUMBER:** \_\_\_\_\_ **RENEWAL DATE:** \_\_\_\_\_