

INSTRUCTIONS FOR REQUESTING THE PLACEMENT OF A HANDICAP PARKING SIGN

City of Burlington Ordinance No.344-11

In order for the City of Burlington Police Department to adequately assess the need for the creation and placement of a designated handicap parking spaces, we are required by Municipal ordinance to investigate each citizen request individually. This investigation is designed to render an objective determination of need. To accomplish this assessment of need, we are attaching a Request for Placement of Handicap Sign form that must be completed and submitted for review by the City of Burlington Police Department.

All applications must include a brief statement describing the nature of the disability, and whether the disability is permanent or temporary. The applicant must certify that his/her residence is without onsite parking, such as a driveway or a supplied designated parking space/lot. The applicant must also notify the Chief of Police within ten (10) days of any changes in the status of the disability which may result in the parking space no longer being needed.

Applicants must also submit a copy of the appropriate handicap license, registration or identification card along with the request for review. Applicants must also submit a note from a certified physician explaining the disability for which the request is being submitted.

Upon receipt, an Officer will be assigned to evaluate the request and make a determination of need based on the ordinance. Following the evaluation, you will be advised of the determination and if approved the sign will be installed. We will make every effort to conduct the required evaluation within 14 days of receipt of the completed application.

It is important to understand that the approval and subsequent placement of a handicap parking sign designating a specific parking space will be conditional and subject to the following

1. The placement of a handicap parking sign/space will be determined by a representative of the Police Department. Every effort will be made to accomplish the sign placement within a reasonable distance from the residence.
2. The parking space will be for the sole use of the vehicle described in the application. This information must be included in the designated area of the request form.
3. The applicant must advise the City of Burlington Police within ten (10) days of a change in address, disability status or of any situation which results in there no longer being a need for the handicap space.
4. The applicant must reapply every two (2) years for the space. Notice will be forwarded by the Police Department along with a renewal form to be submitted before December 31st of the expiring year.
5. Temporary spaces are issued for ninety (90) day periods and extended upon request of the applicant by submission of a request form.

Should you have any questions or concerns completing the application, please contact the Police Department at 609-386-0262 ext. 267 PA Schnegelsberger.

REQUEST FOR PLACEMENT OF A HANDICAP SIGN

Name:		Telephone Number:
Address:		
Vehicle Year/Make/Model	Vehicle Color:	Vehicle License Plate/State:
Handicap Placard #	Vehicle VIN #:	
Explanation of Disability:		

Application is for a (Please Check One) Permanent 90 Day Temporary

I am requesting the placement of an authorized handicap parking space in the City of Burlington. I have submitted with this application a copy of the appropriate handicap license, registration and/or identification card(s); and a note from a certified physician explaining my disability and need for the sign. I further certify that the above listed information is true and accurate. I also acknowledge that any changes in this information will be communicated to the Chief of Police within ten (10) days of such change. I understand that approval of this request is based on compliance with the City of Burlington Ordinance 10.04.030K, a copy of which I have received with this request form.

Signature

Date

*******Please Do Not Write Below This Point. For Police Use Only*******

Date Received:	Officer Assigned:
Officers findings and supporting information for continued need:	
Preliminary Field Decision Granted (<input type="checkbox"/>) Denied (<input type="checkbox"/>) <i>(Check One)</i>	
(Signature Chief of Police) Granted (<input type="checkbox"/>) Denied (<input type="checkbox"/>)	Date:
Permit Number:	Expiration Date:

GENERAL CODE



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Article IV. Handicapped Parking

[Amended by Ord. No. 3-2000; Ord. No. 21-2000; Ord. No. 5-2001; Ord. No. 10-2002]

§ 344-11. Parking in handicapped spaces prohibited.

No person shall park a vehicle in any space hereinafter set aside for the physically handicapped who has not been issued a special handicapped parking placard or license plate.

§ 344-12. Establishment of temporary spaces.

A. A resident of the City who is recovering from a medical illness or medical procedure and has been issued a special handicapped parking placard or license plate, and who does not have a driveway, may have a handicapped parking place established at his or her residence, during his or her rehabilitation, for a period not to exceed 90 days. Such residents shall apply to the Chief of Police for a handicapped parking place and, if approved, shall have a special parking permit for that parking place issued. No other person shall park a vehicle in that space set aside for the handicapped person during his or her medical rehabilitation.

B. A resident of the City who does not have a driveway, and who has been issued a special handicapped parking placard or license plate, who operates a handicapped specially equipped motor vehicle, and who has modified his or her residence to accommodate his or her special needs, may have a handicapped parking place established for his or her convenience. The term for the handicapped parking space shall be two years after which time it will be necessary for the resident to file a renewal application if needed. Such resident shall apply to the Chief of Police for a handicapped parking place and, if approved, shall have a special parking permit for that parking place issued. No other person shall park a vehicle in that space set aside for the handicapped person during the term of the permit. *Editor's Note: Original § 10.04.030, Subsection K(4), dealing with handicapped spaces no longer in effect., which immediately followed this section, was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

§ 344-13. (Reserved)

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