

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SELECT BOARD RESIDENTIAL HANDICAP PARKING SIGN POLICY

Purpose of Handicap Parking Space

The Town may grant a designated on-street handicap parking space to a resident who can demonstrate that the granting of such a space will increase their ability to access/egress their home, given that a demonstrated and substantiated hardship exists.

Application Eligibility

In order to apply for a residential handicap parking permit, a resident must possess a Handicap Plate or Placard, issued by the Massachusetts Registry of Motor Vehicles.

The Review Process

After a resident has filed an application for a designated handicap parking space, representatives of the Community Safety Division will review the actual site. Based upon this review, they will make a recommendation to the Select Board as to whether to grant the sign. The recommendation will be based upon the following criteria:

Off-Street Parking

- Does the applicant's residence, whether rented or owned, have off-street parking, and if not, is it structurally feasible for off-street parking to be constructed?
- Can structural improvement be made to already available off-street parking to improve accessibility?
- If off-street parking exists, how many cars in depth and in length can park in the driveway or garage?
- Does the applicant rely upon the use of mobility apparatus, i.e., wheelchair lift or oxygen tank that renders existing parking inadequate? Applicants need not necessarily make use of such apparatus to be granted a designated space.

- Will the requested space provide the most direct and convenient access between home and car?
- If the applicant is the property owner and resident in a multiple unit building, are a certain number of off-street spaces included in their tenant's lease?
- If the applicant is a tenant, does the property owner provide off-street parking in the lease?
- Is the applicant's street consistently congested and likely to present on-going difficult to the applicant in finding on-street parking?

Public Safety

- Does the granting of the designated space alter the existing ability of fire apparatus to access the area?
- Will the designated space adversely impact the existing traffic flow?

Application Process

Residents desiring a residential handicap parking permit should complete the application provided and return it to the Office of the Select Board. Within a two-week time period, Community Safety will make a recommendation to the Select Board as to whether the space should be granted. If the recommendation is in support of granting the space, the matter will be placed on the agenda of the next regularly scheduled meeting of the Select Board. Due to the personal nature of such an application, the applicant will not be required to appear before the Select Board, however, if the Board has questions they may request that the applicant, or their designee, attend the meeting.

Appeal Process

If the recommendation is against granting the space, the applicant will receive a notice of such with a copy of the adverse recommendation. At this time the application is considered to have been denied. In the event that the applicant wishes to appeal the decision of the Community Safety Division, the applicant may send written correspondence to the Town's Americans with Disabilities Act (ADA) Coordinator. This correspondence should outline the reasons why the applicant disagrees with the adverse recommendation of the Community Safety Division. Within a two-week time period the ADA Coordinator must inform the applicant as to whether he/she supports the decision of Community Safety.

If the ADA Coordinator supports the adverse recommendation then the application is denied. The Select Board will then receive a complete copy of the application, the Community Safety report, and the ADA Coordinator's report.

If the ADA Coordinator is in disagreement with Community Safety, then the ADA Coordinator will convene a meeting with Community Safety to determine if any other options meet the approval of Community Safety. If the result is the placement of a sign,

then the matter is placed before the Select Board at their next regularly scheduled meeting for approval; the applicant is not required to attend this meeting. If no agreement is reached between Community Safety and the ADA Coordinator, a special meeting of the Select Board's Parking Subcommittee will be convened for the purpose of resolving the matter.

In all circumstances the Select Board as an amendment to the traffic rules and orders must approve the placement of a sign.

Review of Permit

All signs will be subject to an annual review by the Community Safety Division and approval by the Select Board. In the event that the applicant has moved from the premises the Town will immediately remove the sign.

TOWN OF ARLINGTON
Residential Handicap Parking Sign Application

Name: _____

Address: _____

Telephone: Home: _____ Work: _____

Date: _____

Please read the Select Board Residential Handicap Parking Sign Policy prior to completing this application. If you have any questions regarding the application process, please contact the Office of the Select Board.

1. Please attach a photocopy of your handicap placard, or documentation that you have a handicap plate. It is not necessary to attach any additional documentation.
2. Are you the owner of your residence? _____
3. Do you have off-street parking? _____
4. If yes, how many off-street spaces? _____

On the reverse side of this page, please provide the general reasons why the granting of such a space will increase your ability to access/egress your home. When providing your reasoning, you should address those questions listed in the Off-Street Parking section of the Board's policy, found on page two, that are relevant to your application.

When you have completed this application, and attached a photocopy of your placard, or documentation of your plate, please forward your application to the Office of the Select Board. Within two weeks you will be contacted regarding your application.

