

**Penbrook Borough
Handicap Parking Space Request**

You may qualify for a handicap parking space if you meet all the following criteria.
Please check all the following that applies to the handicapped applicant:

- I own a motor vehicle and have a valid driver's license.
- There is no handicap parking space currently approved for my residence.
- No handicap parking space has been approved for me anywhere in the borough.
- There is no garage on my property.
- There is no off-street parking available on my property.
- I have either a handicap placard or license for my vehicle. (See Below)
- I have a physical impairment that restricts my ability to walk to the point where it is unreasonably difficult or hazardous.
- I live in a residential district.
- My physical impairment will continue for 6 months or more.

Applicant Name: _____
(Please Print)

Address: _____
(Street - City - State - ZIP)

Telephone: Home: _____
 Work: _____
 Cell: _____

Owner Occupied Residence: Rental Landlord: _____
Landlord's Phone: () _____

Name and Address of Person this Request is for: Same as Applicant
Name: _____
(Please Print)

Address: _____
(Street - City - State - ZIP)

Handicap Plate Number: _____ PA License

Handicap Placard Number: _____ PA Placard

Placard Expiration Date: _____

Description of Vehicle:
Make: _____ Model: _____ Year: _____ Color: _____

Attending Physician: _____
(Please Print)

Address: _____
(Street - City - State - ZIP)

Name and Address of Adjacent Property:

Left Side:
Name: _____
Address: _____

Right Side
Name: _____
Address: _____

Do you use: Wheelchair Walker Crutches Cane
Is the impairment: Permanent Temporary, until _____
(Date)

Applicant Additional Comments:

CERTIFICATION: I certify, under penalty of perjury, that I have read this entire form and that all of the above information is true, complete and accurate to the best of my knowledge as of the date shown below:

SIGNATURE OF APPLICANT

DATE

Explanation of the Process

Once your application has been received and an initial determination is made that you might qualify for a handicap parking space, the borough is required to follow these steps:

Step 1 – Review of the property by a member of the Penbrook Police Department. The department is required to do a traffic study of the area where a space can be accommodated on the public right of way. There are certain restrictions which must be complied with under ordinances. The officer may take pictures of the property and measurements of egress locations. The study must be scheduled by the department.

Step 2 – The completed traffic study will be presented to the Borough Manager who may add additional comments to advise Borough Council of other pertinent factors not included in the study.

Step 3 – Borough Council will discuss the application, the traffic study and any additional comments from the Borough Manager at a caucus meeting to determine if additional information is needed.

Step 4 – The application will be added to the next available Council meeting agenda for action by Council. A vote will be taken at that meeting to approve or reject the application. Occasionally an application may be tabled for further information.

Step 5 – Once an application is approved, the Highway Department will be contacted to install the proper signage. This step may take several weeks because of scheduling of projects which the department has on its calendar.

Return Form To:

Penbrook Borough
150 South 28th Street
Penbrook, PA 17103