

**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.
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Applicant Name: _____
(Please Print)

Address: _____
(Street – City - 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

Applicant Name: _____
(Please Print)

Address: _____
(Street – City - Zip)

Vehicle Registration Number: _____ PA Registration

Handicap Placard Number: _____ PA Placard

Placard Expiration Date: _____

Description of Vehicle:

Make _____ Model: _____ Year: _____ Color _____

Attending Physician: _____

(Please Print)

Address: _____

(Street – City - Zip)

Do you use a wheelchair, walker, cane or other assistive device? _____

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: _____

Initial Application (\$100 Fee)

Annual Renewal Application (\$10 Fee)

Explanation of Process

Once your application has been received with the application fee, an initial determination is made that you might qualify for a handicap parking space; the Borough will follow these steps:

1. Review of the property by a member of the Penbrook Police Department. The department will also review the immediate areas around the residence to determine if the space can be accommodated on the public right of way. The officer may take pictures of the property as part of the review.
2. The officer will submit a report to the Borough Manager who will review the application/report and advise Borough Council of pertinent factors which may not be addressed in the study.
3. Borough council will discuss the application at the next available caucus meeting to determine if additional information is needed.
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.
5. Once an application is approved, the Public Works Department will be contacted to install the proper signage. This step may take several weeks depending on the department's scheduled projects and availability of materials.
6. If approved, you must renew annually. Failure to return your renewal application within the first full week in January may result in removal of the signage and an additional \$100.00 fee to re-install.
7. Each year, after renewal applications are received, the borough manager will review and present to council those signs deemed no longer applicable. Signs will only be removed with borough council approval.

Return Form and Payment To:

Penbrook Borough
150 S. 28th Street
Harrisburg, PA 17103