



Division of Traffic Management

office 419-245-1300

fax 419-245-1310

110 N. Westwood Ave.
Toledo, Ohio 43607

SPECIAL RESERVED PARKING FOR THE DISABLED

INTRODUCTION

The City of Toledo offers special reserved parking spaces for disabled individuals as a courtesy to help enhance the mobility of its residents. The City is not legally required to provide special reserved parking spaces for disabled persons, and it is at the discretion of the Commissioner of the Division of Traffic Management to approve or deny any applications. Only applications from disabled persons that satisfy the installation criteria set forth below, and that agree to the following Installation Conditions and Agreement will be considered.

INSTALLATION CRITERIA

The following criteria are used in evaluating applications. If a disabled resident demonstrates eligibility for the City to install a special reserved parking space by satisfying the criteria set forth below, the City will make an effort to offer a special reserved parking space.

1. On-street parking is permitted directly adjacent to the applicant's residence.
2. Applicant must possess a **current** license plate with the disabled symbol or a properly authorized **valid** Bureau of Motor Vehicles-issued permit for the permanently disabled (blue placard).
3. No usable off-street parking is available at the applicant's residence. **A garage, driveway or parking pad is considered off-street parking.**
4. On-site investigation by the Division of Traffic Management reveals extensive use of on-street parking by the residents and visitors of the street.
5. The applicant must be a permanent resident or tenant of the property at which the request for the special reserved parking space is being made.
6. A vehicle that will be using the reserved parking space must be registered to the address at which the space is being requested.
7. On-street parking will not endanger the safety of persons or property; and will not unreasonably interfere with pedestrian or vehicular traffic, or otherwise violate applicable local, state or federal laws regulating public rights of way.

The City also takes into consideration the following elements to ensure that no significant impacts may result from the installation of a disabled parking space:

- *Existing Parking Restrictions:* Existing parking or regulatory restrictions that prohibit parking in front of the applicant's residence cannot be removed to accommodate a special reserved parking space.
- *Roadway Safety:* No unusual roadway characteristics should be present that may impact roadway operations or entry/exit from the driver-side of the applicant's vehicle, such as curves in the roadway or pavement failures.

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INSTALLATION CONDITIONS AND AGREEMENT:

If the installation criteria are satisfied, the applicant must agree to the following requirements and conditions:

1. Sign Installation Cost: The sign installation cost of **\$10.00** must be paid prior to the installation of your signs.
2. Annual Renewal: The City shall send via postal mail a renewal reminder annually. The annual renewal fee of **\$5.00** will be due at that time. Additionally, the applicant will need to provide current State of Ohio permit information if our records indicate the permit has expired. Failure to return the annual renewal fee, signed application and any additional information by the stated date will result in removal of the reserved parking space. If removed and payment is not made within (30) days, reapplication will be necessary and acceptance into the program is not guaranteed. This would be treated as a new application.
3. Misuse & Removal of a Reserved Parking Space: A special reserved parking space shall not be misused. Any misuse may result in the removal of the space. Misuse shall be determined by the Commissioner of Traffic Management, at his/her discretion, but includes the following factors:
 - More than three (3) complaints in a one (1) year period verified by prompt on-site investigation
 - Repeated misuse, even after the receipt of written correspondence from the City of Toledo
 - Failure to return annual renewal application and renewal fee by stated deadline
4. City Removal of Special Reserved Parking Spaces: The City may remove any special reserved parking space at any time to improve traffic operations and safety or to accommodate temporary construction.
5. Parking regulations including time restrictions, snow emergency, street sweeping, leaf pick-up and other restrictions remain in effect for the special reserved parking space.
6. Appeal Process for Non-Approved Applications: The applicant may submit a written appeal to the Division of Traffic Management within (30) days of denial for consideration in response to applications not approved. The applicant will be scheduled for a hearing by the appeals panel and will be informed of that date in writing.
7. If approved, the applicant will have (30) days from the date of approval to submit the application fee.

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COMMONLY ASKED QUESTIONS:

How do I obtain certification of a permanent impairment?

Certification of impairment is handled by the Bureau of Motor Vehicles (BMV) during the issuance of a Disability License Plate or Placard. Additional information is available by visiting the Ohio BMV website. Documentation must show the applicant's address.

Can I obtain a disabled parking space in front of my home for a temporary impairment?

No. Impairment must be permanent and certified by your physician with proof of certification via BMV vehicle registration or placard.

Will the City cover the cost of the installation of the special reserved parking space?

No. If the location of the special reserved parking space meets the installation criteria, the applicant must agree to pay the initial installation fee and annual renewal fee.

I do not drive. A relative picks me up or I have a private transport service. Can I apply for a special reserved parking space?

No. Temporary parking to load/unload a passenger can be accommodated by short-term parking along the frontage of the resident's property, so a special reserved space would not be appropriate.

I have alley access to my garage and/or parking pad; however, potholes, snow and/or debris make access difficult. Do I qualify for on-street parking for this reason?

No. Driveways, garages and parking pads constitute off-street parking. Any issues relating to alley maintenance may be directed to Engage Toledo at (419) 936-2020.

Parking is not permitted on my side of the street. Can I still qualify for a space?

You may conditionally qualify for a reserved space if you provide written approval from a neighbor across the street permitting the reserved space in front of their home.

More than one disabled person lives in my home. Can we BOTH apply for a parking space?

No. Only one special reserved space is permitted per household, and the vehicle using the designated space must be registered to a resident of the address for which the application was approved.

I am a renter and my landlord will not allow me to use the driveway and/or garage for my vehicle. Will the City provide special reserved space in front of the property?

We recommend you submit a REQUEST FOR REASONABLE ACCOMMODATION to your landlord requesting access to parking. You may wish to visit the website [OhioLegalHelp.org](https://www.ohiolegalhelp.org) regarding your rights as a disabled tenant in a rental property.

<https://www.ohiolegalhelp.org/letters-forms/reasonable-accommodation>

What if someone parks in my reserved space without my consent?

Parking violations should be reported to the Toledo Police Department non-emergency line at (419) 245-3255.

If the person for whom the space is reserved passes away or moves, can someone else in my family use the space?

You must contact the Division of Traffic Management to report that the space is no longer used by the person for whom it was reserved. Transfer of the space may be considered and is at the discretion of the Commissioner of Traffic Management. All criteria that is required for a new reserved space must be met in order to transfer the space to another individual at that same address. The City of Toledo will actively pursue fraudulent use of a special reserved parking space.

Once your application and all required documentation is received, a letter will be sent stating that an inspector will be out to verify no off-street parking is available at the applicant's address. An approval or denial letter will then be sent.

If you do not qualify for a special reserved parking space, there may be other solutions. For assistance meeting your transportation needs in Lucas County, you may contact the Mobility Management Team at <https://tarta.com/community/programs/mobility-management/> or by calling (567) 666-5250.

Where do I submit an application?

City of Toledo – Division of Traffic Management
110 North Westwood Ave
Toledo, OH 43607

Phone – (419) 245-1300

Fax – (419) 245-1310

The City of Toledo does not discriminate on the basis of disability in its services, programs, or activities. If you require accommodations in order to fully participate in a city program, service, or other activity, please contact the ADA Coordinator at (419) 245-1198 or <https://toledo.oh.gov/accessibility/ada-accommodation>.



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SPECIAL RESERVED PARKING FOR THE DISABLED APPLICATION

Disabled Applicant's Information:

Name: _____

Address: _____

Phone: (____) _____

Email: _____

Ohio Disabled Plate/Placard Number and Expiration Date: _____

Please note: All correspondence will be sent to the disabled applicant information supplied above.

Location of Proposed Special Reserved Parking Space:

The proposed special reserved parking space must be adjacent to the applicant's residence. The proposed location for the requested space is at:

Street Address: _____

Required Documentation:

Only requests from disabled persons in possession of a valid State-issued disabled plate or blue placard for a vehicle with a matching registration address to the requested address location will be considered. Proof must be provided by submitting a copy of the following **(3)** items:

- 1) Your **VALID** driver's license or state ID card
- 2) State of Ohio BMV Certificate of Registration documenting the issuance of a permanent Disability Placard (Not the blue placard). Registration must match and show applicant's address
- 3) State of Ohio BMV Certificate of Registration documenting a vehicle registered to the address

Understanding of Special Reserved Parking Policy and Use Agreement:

I have read and understand the Special Reserved Parking Policy, and to the best of my knowledge, my residence meets ALL the installation criteria, requirements and conditions presented. I understand that if approved I will be required to pay an initial installation fee of **\$10.00** and annual renewal fee of **\$5.00**. If I fail to remit my yearly renewal fee by its due date, I understand that my special reserved space will be removed and that reapplying for the program does not guarantee acceptance.

Signature _____ Date _____