

City of Ann Arbor
Disability Parking Space Request Program
(Residential & Non-residential)

Policy

It is the policy of the City of Ann Arbor to accommodate, where possible, requests for on-street disability parking.

A resident with a disability may request that the City designate an on-street disability parking space in the vicinity of his or her residence. The City will add signage and designation where feasible, at no charge to the resident.

A business may request that the City designate an on-street disability parking space in the vicinity of the business. These requests will be evaluated on a case-by-case basis. If approved, the City will designate a space and install signage, at no charge to the business. The City may install or maintain parking meters at the disability parking space within the Downtown Development Authority (DDA) parking district. Requests within the DDA parking district is subject to their approval.

Conditions of this policy are as follows:

1. Requests will be honored, where possible, for residents and businesses without adequate access to off-street disability parking.
2. The designated space may be removed at the discretion of the Transportation Manager or their designee.
3. The resident/business does not maintain exclusive use of the disability parking space. Anyone with a valid disability parking placard or license plate may utilize the space/meters.
4. If the disability parking signs are installed in an on-street residential parking permit zone, the user will be subject to the conditions of the residential parking permit regulations.
5. Users of on-street disability parking spaces are subject to all additional parking regulations and enforcement, including posted time restrictions, meter payment, and snow removal restrictions.

Procedure – Residential Requests

A resident may request an on-street disability parking space adjacent to his/her residence. The procedure is as follows:

1. Resident submits a request form to the Engineering Transportation Group.
2. Resident must prove eligibility. Eligibility requirements include:
 - a. State issued disability license plate or placard.
 - b. The resident must not have accessible off-street parking available to them.
3. The request then undergoes a formal review process. This process includes the following elements:
 - a. A site visit is performed to inspect the site and determine if a disability parking space is feasible, and if so, where it should be placed to best accommodate the resident. The parking space must be adjacent to the resident's property. If parking is not permitted on the side of the street adjacent to the property, the space may be located across the street if parking is permitted there.
 - b. Staff must determine whether or not the addition of a designated disability parking space will interfere with the flow of traffic under current conditions.
 - c. Staff may also consider unique or unusual circumstances on a case-by-case basis.
4. Once the request is reviewed, a Traffic Control Order (TCO) is drafted and reviewed for approval by City staff.
5. If the TCO is approved, Public Services will install Manual of Uniform Traffic Control Devices (MUTCD) compliant signage and record the parking designation.



*MUTCD §2B (Figure R7-8) – handicap parking sign

6. If the resident no longer requires a disability parking space (for example, if the resident were to move to a different residence), the resident or their designee should notify Public Services that they no longer require a designated space at the location of the original request.

Procedure – Non-Residential Requests

Procedure for businesses **within** the DDA parking district is as follows:

1. Business makes a written request through the DDA.
2. The petitioning business must not have its own designated parking lot or spaces adjacent to an accessible entrance (for example, if the business' parking lot is in the rear of the building, but the accessible entrance is located at the front, facing the street).
3. The request undergoes a formal review process by the DDA and City of Ann Arbor Engineering:
 - a. A site visit is performed to determine if a disability parking space is feasible. Proximity to other on-street disability parking options and curb ramps is also evaluated.
 - b. Steps 3b through 6 follow the same procedure as residential requests (See "Procedure – Residential Requests", step 3b-step 6).

Procedure for businesses **outside** the DDA parking district is as follows:

1. Business makes a written request through City of Ann Arbor Engineering.
2. The petitioning business must not have its own designated parking lot or spaces adjacent to an accessible entrance (for example, if the business' parking lot is in the rear of the building, but the accessible entrance is located at the front, facing the street).
3. The request undergoes a formal review process by City of Ann Arbor Engineering:
 - a. A site visit is performed to determine if a disability parking space is feasible. Proximity to other on-street disability parking options and curb ramps is also evaluated.
 - b. Steps 3b through 6 follow the same procedure as residential requests (See "Procedure – Residential Requests", step 3b-step 6).