

City of Ann Arbor
Disability Accessible 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 accessible parking.

A resident with a disability may request that the City designate an on-street disability accessible 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 accessible parking space in the vicinity of the business. These requests will be evaluated on a case-by-case basis, based on the parking conditions within the vicinity. If approved, the City will designate a space and install signage, at no charge to the business. Within the Downtown Development Authority (DDA) district and other designated areas, the City may also install parking meters at the disability accessible parking space.

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 accessible parking.
2. The designated space may be removed at the discretion of the Project Management Manager or his/her designee.
3. The resident/business does not maintain exclusive use of the accessible parking space. Anyone with a valid disability parking placard or license plate may utilize the space/meters.
4. If the disability accessible 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 accessible 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 accessible parking space adjacent to his/her residence. The procedure is as follows:

1. Resident submits a request form to the Project Management Unit.
2. Resident must prove eligibility. Eligibility requirements include:
 - a. State of Michigan-issued disability license plate or placard.
 - b. The resident must not have disability 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 accessible 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 accessible 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 accessible parking sign

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

Procedure – Non-Residential Requests

The procedure for businesses and properties within the DDA is as follows:

1. Business makes a written request to the Project Management Unit.
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:
 - a. A site visit is performed to determine if a disability accessible parking space is feasible. Proximity to other on-street disability accessible parking options and accessible 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).