

GUIDELINES FOR INSTALLATION OF ACCESSIBLE PARKING STALLS ON PUBLIC STREETS WITHIN THE CITY OF SANTA CRUZ

Santa Cruz Municipal Code Section 10.40.250 Parking for Disabled Persons' Vehicles provides the legal authority for the City to designate on-street parking spaces for exclusive use by vehicles of disabled persons.

The purpose of this memorandum is to establish guidelines for applications by local residents (Applicant) for an on-street accessible parking stall¹ on public streets within the City of Santa Cruz. Applications for on-street accessible parking stalls on City streets shall be reviewed and acted upon a case-by-case basis by the City of Santa Cruz Public Works Department – Parking Division and Traffic Engineering Division using the following guidelines. Applications are approved for two-year periods, and a renewal application shall be submitted by June 15th two years after the date of the initial application with supporting documentation. The Parking Programs Manager shall review each accessible parking stall every two years for proper and actual use. Applicants cannot submit an application for a different on-street accessible parking stall until at least 5 years from the date of approval for their last application, unless the applicant has requested that previously-approved stall be removed pursuant to “Removal of on-street ADA parking stall”, below.

Applicants are advised that accessible parking stalls are available only to persons possessing a valid California Disabled Person license plate or permanent placard designating permission from the California Department of Motor Vehicle (DMV) to use disabled parking. All parking regulations set forth in the California State Vehicle Code (CVC) and Santa Cruz Municipal Code (SCMC) are in applicable to this program.

The City desires to maximize accessibility by providing requested on-street accessible parking stalls at the shortest accessible route of travel from the public street to Applicant's residence; however, the placement of such parking stalls must be consistent with the requirements of accessibility laws and congruent with the general layout of the neighborhood. Therefore, on-street accessible parking stalls will be located, to the maximum extent possible, as near to the entrance of Applicant's residence as possible.

The Public Works Department – Traffic Engineering and Parking Programs Divisions shall be responsible for implementing and monitoring this policy.

¹ Under California Vehicle Code § 21458(a)(5) parking spaces identified by painted blue curbs are exclusively to the vehicles of disabled persons and disabled veterans. City on-street accessible parking stalls shall consist of a blue painted curb and sign posting the international symbol of accessibility (a profile view of a wheelchair occupant on a blue background). For stalls constructed on or after July 1, 2008, or replaced on or after July 1, 2008, the stall must also include a sign that clearly and conspicuously states the following: “Minimum Fine \$250”. (Cal. Vehicle Code § 22511.7(b)(2)).

² The guidelines contained within this memorandum exclusively apply to request for an on-street accessible parking stall. These guidelines do not pertain to requirements imposed by Title 24 of the California Code of Regulations (California Physical Access Laws), the Americans with Disability Act (“ADA”), or any Conditions of Approval imposed by the Building and Planning Departments of the City.

Requests by Residents

On-street accessible parking stalls on City streets when requested by residents of Santa Cruz who are living with a disability shall only be established where a demonstrated need for such space is shown. The City has no obligation to provide on-street accessible parking stalls on residential streets; however, the City will offer residents who are living with a disability an on-street accessible parking stall on the shortest accessible route of travel from Applicant's residence, where possible.

Applicant must demonstrate a sufficient need for on-street parking and a corresponding shortage of available or vacant accessible parking. The following criteria and conditions may be considered by the City in determining whether a demonstrated need is shown:

- Applicant must be full-time resident of the Santa Cruz address for which the on-street accessible parking stall is requested. The applicant shall provide one form of proof of residency (i.e. utility bill, State or Federal issued picture identification, or rental agreement).
- Applicant has a validly issued California Disabled Person permanent disabled persons placard or license plate from the DMV and is prepared to show proof of such with adequate State issued pictured identification. Applicants issued a temporary disability placard or plate by DMV are not eligible for installation of a City on-street accessible parking stall, unless extenuating circumstances are demonstrated.
- Residential applicant's on-street accessible parking stall should meet the accessibility needs of the primary vehicle owned and operated by the Applicant.
- Applicant has no viable access to off-street parking or there is no accessible route of travel available from existing parking to residence.

Availability and function of applicant's existing off-street parking

- Applicant has no garage or a garage interior that is less than fourteen feet (14') in width (seventeen feet (17') if the applicant owns a lift-equipped van).
- Applicant has no driveway or a driveway that is less than fourteen feet (14') in width (seventeen feet (17') if the applicant owns a lift-equipped van) and CANNOT be widened to accommodate access.
- Applicant's driveway is not an adequate length for accessibility (minimum of 18' 0" from face of structure to back of walk).
- Applicant's driveway is too steep to allow for entry or exit from a vehicle onto a mobility device, driveway slope larger than 5%.
- For apartments, condos, townhomes, or other multi-unit residential units all on-site parking options must have been exhausted. Applicants are encouraged to contact the management or homeowner's association to inquire about accessible parking stalls within the development.
- For single family dwellings, off-street parking must be unavailable or inaccessible.
- Applicants using their garage or driveway for storage will be denied an On-Street Accessible Parking Stall.

Condition of on-street parking space requested by applicant

- The public right-of-way is 9.0 feet or less measured from the face of curb to the property line.
- The requested on-street accessible parking stall is immediately adjacent to a substantially compliant existing curb ramp or a substantially compliant driveway approach with a clear path of travel.

- The requested on-street accessible parking stall is located so that persons with disabilities are not compelled to wheel or walk behind or in front of parked vehicles other than their own.
- There are no obstructions on the sidewalk adjacent to and for the full length of the on-street accessible parking stall.
- Accessible on-street parking spaces will comply with the Public Right-of- Way Accessibility Guidelines (PROWAG).

Availability and demand of on-street parking in the neighborhood

- On-street parking in the neighborhood is heavily utilized (more than 75%) in the vicinity of the proposed space.
- There is no existing on-street accessible parking stall in reasonable proximity that can be utilized by the applicant.

Removal of on-street ADA parking stall

- An on-street accessible parking stall can be removed following the submittal of a written application or as initiated by the Public Works Department.
- If a party other than the person who requested the on-street accessible parking stall installation submits the application for removal, the original applicant is contacted to determine if the space is still being used, including by others with valid California Disabled Person license plate or permanent placard.
- Public Works may obtain Parking Enforcement Officer input as necessary regarding observations of on-street accessible parking stall utilization.
- If determined to be active or currently being used by others, the individual who initiated the request for removal will be notified and the on-street accessible parking stall will remain in place.
- If the City determines that the on-street accessible parking stall is not being utilized or only sparsely being utilized, the City may approve the application for removal and notification will be sent to all properties within 300 feet of the on-street accessible parking stall.
- Those notified will have a 10-day appeal period to appeal the City's decision to remove the on-street accessible parking stall, after which the curb markings and associated signage for the on-street accessible parking stall will be removed.

If the Applicant and proposed on-street accessible parking stall meets the above criteria, the following requirements must be met and conditions agreed to before implementation:

- The on-street accessible parking stall is not a private parking stall and must be shared with other vehicles licensed to park in a blue zone on a first-come, first-serve basis. All vehicles which display disabled license plates or placards may park, without limit, in restricted time parking spaces; however, on-street accessible parking stalls must be used pursuant to CVC and SMC.

Applicant is under a duty to inform the City if the on-street accessible parking stall is no longer required, and the City has the option of removing such on-street accessible parking stall, as detailed above under the section titled, "Removal of on-street ADA parking stall."

APPLICATION PROCESS

The application and approval process for an on-street accessible parking stall is a multi-step process.

Upon receipt of a completed application form, the application is reviewed by the Parking Division of Public

Works, and in some cases investigated, then is forwarded to the Transportation Division for review and consideration.

If the Transportation Division approves the application, it is then forwarded to the Transportation Manager and Parking Programs Manager for review and approval. If the application is approved by the Transportation Manager and Parking Programs Manager, Public Works staff will provide public notice in accordance with SCMC 10,16.015 for a period of 14 days and thereafter install an on-street accessible parking stall in the area requested.

SCHEDULE

Application and Review Process:

The application and approval process for an on-street accessible blue parking zone is a multi-step process.

Upon receipt of a completed application form, the application is reviewed for completeness and then is forwarded to the Transportation Coordinator for review and consideration. If the Transportation Coordinator approves the application, it is then forwarded to the Parking Programs Manager for review and then to the Transportation Manager for final approval.

If the application is officially approved by the Transportation Manager, the public noticing period will commence. If no appeals are made during the public noticing period, members of the Public Works Department will thereafter install the accessible blue parking stall in the area requested. After the appeal period is complete, a fee will be collected from the applicant and the installation will be initiated by Public Works.

Biennial Renewal:

Every two years in the month of July, Parking Services will conduct a review of all on-street accessible blue parking stalls. The original applicant for each on-street accessible blue parking stall will be required to re-submit a renewal application by June 15th to re-confirm residency and possession of a permanent California Disabled Person license plate or placard. If the renewal application is approved, no changes will be made to the on-street accessible blue parking stall.

If no renewal application is received, or the application is denied, the process to remove the on-street accessible blue parking stall will begin and new parking regulations for the stall will be in effect by September 1st of the same year.

Please note: Applicants cannot submit another application for an on-street accessible parking stall until at least 5 years has passed from when their last application was approved and the parking stall was installed, unless the applicant has requested that previously-approved stall be removed pursuant to “Removal of on-street ADA parking stall”, above.

FEE FOR INSTALLATION AND REMOVAL

The fee for installation and removal of an on-street accessible parking stall will be charged prior to installation in accordance with the current City of Santa Cruz Schedule of Public Works Engineering Services Fees. As of January 1, 2025 the fee for Requests for Parking Stall Designation (No Parking, Disabled, etc.) is \$1,436.

APPLICANT INFORMATION

NEW APPLICATION

2 YEAR RENEWAL

LOCATION CHANGE

Full Name:		Date:
Home Phone:	Cell Phone:	Work Phone:
Email Address:		
<input type="checkbox"/> Necesito asistencia de traducción al idioma español (I require Spanish language translation assistance)		
Street Address / Intersection / Location of Proposed Parking Zone (please be as specific as possible):		
Reason for Request:		

Proof of City of Santa Cruz Residency

Residential applicants must provide one of the following proofs of residency with the application:

1. Utility Bill
2. State or Federal Issued Picture Identification
3. Rental or Lease Agreement

Proof of Disability and Possession of DMV-Issued Disabled Placard

Residential applicants must have a valid State-issued California Disabled Person license plate or permanent placard. Proof can be provided by submitting a copy of supporting documentation issues by the DMV.

Can a copy of a DMV-Issued Disabled Person license plate or permanent placard be provided? Yes No

Can a copy of a current DMV-Issued Vehicle Registration form be provided? Yes No

UNDERSTANDING OF ON-STREET ACCESSIBLE PARKING POLICY AND USE AGREEMENT

I have read and understand the On-Street Accessible Parking Policy, and to the best of my knowledge, my request meets ALL the installation criteria, requirements, and conditions presented. If approved, I agree to pay fee (\$1,436 as of January 1, 2025) for installation and removal of an on-street accessible parking stall will be charged prior to installation in accordance with the current City of Santa Cruz Schedule of Public Works Engineering Services Fees. I agree to meet with staff from the City to review the installation request, and if approved, understand that I have a duty to inform the City if the on-street accessible parking stall is no longer required. I also understand that, if approved, this will not be a private parking stall for my residents, and that it must be made available to all vehicles that display a disabled placard or license plate on a first come, first served basis.

Signature

First and Last Name

Date

**Please return the completed application and required documents to:
City of Santa Cruz, Parking Office Attn: ADA, 124 Locust Street, Santa Cruz, Ca 95060**

CITY CHECKLIST

BOTH Conditions must be met

Condition 1: Site

- No garage or a garage interior that is less than fourteen feet (14') in width (seventeen feet (17') if the applicant owns a lift-equipped van).
- No driveway or a driveway that is less than fourteen feet (14') in width (seventeen feet (17') if the applicant owns a lift-equipped van) and CANNOT be widened to accommodate access.
- Driveway is not an adequate length for accessibility (minimum of 18' – 0" from face of structure to back of walk).

OR

- Driveway is too steep to allow for entry or exit from a vehicle onto a mobility device, driveway slope larger than 5%.

- Multi-unit residential units: no on-site parking options (or inaccessible).

OR

- Single family dwellings: no off-street parking (or inaccessible).

Condition 2: On-Street Space

- The public right-of-way is 9.0 feet or less measured from the face of curb to the property line.
- On-street accessible parking stall is immediately adjacent to a substantially compliant existing curb ramp or a substantially compliant driveway approach with a clear path of travel.
- On-street accessible parking stall is located so that persons with disabilities are not compelled to wheel or walk behind or in front of parked vehicles other than their own.
- No obstructions on the sidewalk adjacent to and for half of the on-street accessible parking stall
- No existing on-street accessible parking stall in reasonable proximity