The City of Berwyn
Mayor Robert J. Lovero

Thomas J. Pavlik
City Clerk

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

PROCESS FOR OBTAINING SIGNS FOR HANDICAPPED PARKING OR DROP OFF ZONE

1) Fill out application in its entirety and return it to the City Clerk's Office. (You must have a **permanent** handicapped placard or plates before your application will be processed);

2) You must not have any debt with the City of Berwyn.

3) Applications are reviewed by the Police Department, Public Works and the City Traffic Engineer. An in person interview will also be conducted by police personnel (the process takes approximately six (6) to (8) weeks to complete);

4) Police will also review requirements and criteria under Berwyn's ordinance to verify eligibility; including determining whether any debts are due the city. You will be notified of any outstanding debts, which must be paid before the handicapped application process is started;

5) When completed, the application and recommendations are returned to the City Clerk, who will forward a copy to the Alderman in whose ward the request is being made;

6) Again, the application will be returned to the City Clerk for placement on the City Council's agenda for approval or denial;

7) If denied, the City Clerk will send a letter stating same;

8) If approved, the City Clerk will send a letter advising the applicant of same, telling them to submit a $10 fee to the City Clerk's Office;

9) Upon receipt of the $10 fee, a number will be assigned and the applicant will be given a sticker to place in their car; Public Works is then advised to put up the signs corresponding to the number given;

10) Each year a renewal form will be sent in October. A doctor's signature and $10 renewal fee is required to keep the sign. Any applicant not returning renewals will have the signs removed;

11) The Application must be fully completed. Failure to do so will result in the return of your application and a delay in the process.

*Applicants not owning a vehicle may qualify for a drop off zone.

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Affidavit For Handicapped Parking Sign or Drop Off Zone

You must have a permanent Handicap State Plate or Handicap Placard to park any vehicle in a designated Handicap Parking space

☐ **INITIAL** ☐ **RENEWAL**

_____ _____ _____
(Name of Handicapped Applicant) (Date of Birth) (Berwyn Address)

_____ _____ _____
(Name of caregiver, or guardian if minor) (Date of Birth) (Telephone /Cell Phone Number)

Is there a garage on the property? Yes / No Are you the homeowner? Yes / No

If so, what is the garage currently being used for? _____

_____

Driveway ____Carport _____

All Applicants must submit the Physicians form (A)

Renters must submit the Owner Consent form (B)

****

Vehicle Information

_____ _____
(Vehicle make and model) (Color / Year)

_____ _____
(Illinois License Plate Number) (Current City Vehicle Sticker Number)

_____ _____
(Illinois Handicapped Plate) (Illinois Permanent Handicap Placard Number)

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit, which said person knows to be false or believes to be false.

_____ _____
Signature of Applicant or Legal Guardian Date

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Physician Form (A)

This form must be filled out in its entirety and signed by your physician.

Physician must state, by printing below, the nature of the patient's handicap

_____

_____

_____

_____

Does the patient utilize any of the following? :

Walker_____ Wheel Chair_____ Cane_____ Oxygen_____

I hereby certify that the physical conditions of the above named "Handicapped Person" constitutes him/her as a handicapped person as defined under the statutory provision Par. 1-159 (Physically Handicapped Person – Every natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.)

_____ _____
(Physician's Signature/Stamp) (Date)

_____ _____
(Print Physician's Name) (Address and Telephone Number)

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Form B

Owner Consent For Handicap Sign Placement/Drop-off Zone

I _____, owner/manager of the property at _____, state as follows:

1) That _____ is a tenant at the above listed property.

2) That_____ has no access to any parking on the premises.

3) That if _____ is granted a handicapped sign or drop-off zone by the City of Berwyn, I have no objection to the placement of signs in front of this address.

4) I agree to notify the City of Berwyn if _____ no longer resides on the premises.

_____
Signature/Date

Name:_____
Address:_____
Phone#:_____

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§ 484.05 --RESERVATION OF STREET PARKING FOR PERSONS WITH DISABILITIES.

(A) The reservation of on street parking spaces for persons with permanent disabilities or disabled veterans as defined under state law shall be pursuant to the provisions of this section and the applicable portions of the Illinois Vehicle Code.

1. Reserved parking shall be allowed curbside of a public street within residentially zoned areas.

2. The reserved space shall be marked by the posting of two signs, 22 feet apart, erected by the Director of Public Works in the form and manner prescribed under § 11-1301 of the Illinois Vehicle Code (ILCS Ch. 625, Act 5, § 11-1301).

3. The reserved parking space shall be located within the limits of the individual's residence and as close as possible to the frontage of the residence where the permanently disabled person resides. The city reserves the right to post signs at its discretion based on existing conditions, and shall not be permitted in such a manner to unduly harm or cause hardship to other residents residing in the area.

4. The on street reserved parking space shall be placed, provided that all the criteria in the application process have been met, unless specifically exempted by Council.

(B) The city shall accept applications from residents with permanent disabilities as defined under § 1-159.1 of the Illinois Vehicle Code (ILCS Ch. 625, Act 5, § 1-159.1) or from a member of the household having direct care of the disabled person. Applicants must agree to participate in a site visit. Applications shall be reviewed to determine whether the criteria included in the Illinois Vehicle Code and listed herein have been met:

1. An application on a form to be prescribed by the City Clerk's Office has been completed, and verified by the signature of the applicant;

2. The applicant must be an owner of a motor vehicle for which the Illinois handicapped or disabled veteran license plate or handicapped card has been issued and which plate or card is valid at the time of the application (or renewal application). Applicants not owning a motor vehicle may be eligible for a drop-off zone, if the criteria for such a zone is met, or as recommended during the application review process (see drop-off zones for persons with disabilities);

3. The applicant has no outstanding debts with the city;

4. The person who is permanently disabled or a disabled veteran as defined under state law must be a lawful resident of the city at the address for which the installation of the reserved parking sign is

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requested. Written evidence of the residency must be provided to the City Clerk's Office at the time the application is submitted;

5. The applicant must verify that neither the permanently disabled or disabled veteran resident involved has reasonable access to a garage or a driveway adjacent to a garage located at the address of the permanently disabled or disabled veteran resident of the city;

6. If the applicant is not the owner of the property at which the permanently disabled or disabled veteran resides, the written approval of the owner or property manager of the property for the installation of the reserved parking space sign must be provided at the time of application. If the property is transferred, a new application, investigation process and approval letter from the new owner shall be required.

(C) Applications shall be reviewed by the City Clerk, Police Department Investigating Officer, Traffic Engineer and Director of Public Works. Each determining whether or not additional information or investigation is necessary, reporting their recommendations for approval or denial of the application and the reasons upon which the recommendation is based to the City Council. The City Council shall be the final determiner of eligibility and grant or deny the application.

(D) There shall be parking by permit for persons holding a Berwyn disabled parking sticker and paying an additional fee of $10 annually, as well as an initial fee of $10 to install a reserved parking sign adjacent to the property the applicant resides in.

1. The sticker shall be numbered to correspond to the sign posted or to the property and only the vehicle bearing that disabled parking permit number shall be allowed to park therein.

2. Violators who do not display a valid and current disabled plate or placard are subject to a $250 fine.

3. Violators who display a valid and current disabled plate or placard but no Berwyn disabled parking permit sticker are subject to a fine for parking in violation of a sign.

4. Disabled parking permits shall only be issued to one vehicle per property and only one disabled parking permit number shall be issued per property.

5. The Director of Public Works shall develop the appropriate signage, in compliance with this section and ILCS Ch. 625, Act 5, § 11-1301 et seq., clearly designating the disabled parking permit number in fluorescent green, so as to highlight the restricted nature of the spot.

(E) All reserved parking space designations shall expire on October 1 of each year, but may be renewed upon the submission of a renewal application form to be prescribed by the City Clerk, verified by the signature

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of the renewal applicant meeting the requirements herein and submitted to the City Clerk's Office, along with any verification documentation called for by the renewal application form and the payment of a $10 fee. The City Clerk shall review each disabled parking sticker previously issued and all renewal applications, and determine whether or not the need for the sticker still exists.

1. The holder of the disabled parking sticker shall have ten days from the date of the termination final notice to object to the action taken and submit to the City Clerk proof of the continuing need for the reserved parking privilege. All objections to the final termination notice must be made in writing and received within the ten-day period of final notice.

2. Upon expiration of the ten-day period of final notice the City Clerk shall cancel and recall the disabled parking sticker previously issued. The Director of Public Works, upon expiration of the ten-day objection period, unless otherwise notified by the City Clerk, shall remove all "Reserved Parking Only" signs posted and erected to accommodate the disabled parking sticker previously issued.

3. If the holder of the disabled parking sticker renews after the ten-day period has passed and after the removal of all "Reserved Parking Only" signs, a $55.00 re-installment fee will be assessed due to failure to renew within the allotted time period.

(F) It shall be the affirmative duty of the person with a permanent disability, their resident family member or caretaker to immediately notify the city if the individual in question no longer meets the requirements under this section or no longer resides at such location. Upon investigation by the City Clerk's Office, Police Department Investigating Officer and final notification, the Director of Public Works or his designee shall cause the signs indicating reserved parking to be removed.

(G) Drop-off zones for persons with disabilities. If a permanently disabled resident or Berwyn institution desires a drop-off zone for disabled persons, the application for such a zone shall follow the procedures of this section and criteria listed. Drop-off zones for persons with disabilities shall meet the following criteria:

1. The person or entity seeking the drop-off zone for persons with disabilities must demonstrate the need for such a zone. Factors to be considered in determining the need for such a drop-off zone shall include the following: the number of persons with disabilities traveling to and from the proposed drop-off zone location, the frequency of this activity, the difficulties encountered without the proposed drop-off zone and the alternate solutions available.

2. The proposed drop-off zone for persons with disabilities shall not have a substantial negative impact on existing parking and traffic conditions in the area.

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3. The need which must be demonstrated under this division (G) must not be the need for parking for persons with disabilities, but rather the need for a location to stop a vehicle which carries a person or persons with disabilities only long enough to drop off or pick up such person or persons from a designated place. The regular use of special motor vehicles or buses for the transport of persons with disabilities to and from a designated place shall be considered as evidence indicating the need for a drop-off zone for persons with disabilities, rather than the need for parking for persons with disabilities.

4. Drop-off zones can be up to eight feet in length, based on the review procedures described herein.

(H) Section 11-1301.3 of the State Vehicle Code (ILCS Ch. 625, Act 5, § 11-1301.3) is hereby incorporated into this section by reference.

(I) City Council reserves the right to limit the number of spaces on a block.

(J) City staff has the right and authority to review and reevaluate the current use of parking spaces for the permanently disabled pursuant to this section and shall make recommendations to the City Council as to any such reserved parking spaces which may no longer be appropriate. The City Council shall have the right to revoke any reserved parking spaces previously approved.

(K) Applicable portions of this section shall be applied to traffic warning signs for handicapped or disabled residents. These requests shall follow the same application, payment, review and renewal processes described herein. Alternate solutions will be considered prior to the installation of these signs. Approval of these signs shall be subject to the Director of Public Works.

(L) No person shall sell, assign, rent or lease any disabled parking permit sticker or charge a fee for the use thereof. No person shall file a sworn affidavit, as required herein, which the person knows to be false or believes to be false at the time of filing.

(M) No person shall continue to display a disabled parking permit sticker which has been terminated, cancelled and recalled pursuant to this section.

(N) It shall be unlawful for any person to park a motor vehicle or stop a motor vehicle for the purpose of loading or unloading persons or things, other than persons with disabilities, in any public parking area posted as a drop off zone for persons with disabilities.

(O) Whoever violates any of the provisions of this chapter shall be fined not more than $250, except that anyone who fraudulently uses a handicapped parking permit in violation of this chapter shall be subject to a $500 fine.
(Ord. 11-21, passed 6-14-2011)

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