

# APZ (Accessible Parking Zones) Residential Inspections

## General Summary

Apz's are for a private residence where off-street parking is not available and there is a need for accessible parking on the street. APZ request are initiated through Metrocall by a SERVICE REQUEST and processed through Public Works Permits.

## Guidelines

- APZ's are for private residences or apartments.
- To qualify for an APZ, the location must not have any off-street parking.
- There must be an APZ plate on a vehicle of a resident or an APZ hanger assigned to the applicant.
- Zones are confined to the property width, are not to encroach an adjacent property nor placed across the Street. If there is inadequate length for the zone, the zone cannot be placed.
- Off street parking is any hard surface (asphalt, concrete), functional garage, parking pad, driveway, carport etc., at the front, rear or side of the property that has an attached hard surface walkway that leads to a door of the residence. This is for wheelchairs, canes, crutches, etc.
- The garage must be functional and accessible.
- APZs cannot be in alleys or restricted parking areas (TARC zones, No stopping/parking zones, peak hour's streets, fire hydrants, etc).
- APZ can be installed on snow routes but they need to be identified so Permits/License may inform the applicant of requirements.
- APZs must stay within the confines of the property lines and not encroach upon adjacent properties.
- APZs are a maximum of 25' and minimum of 18'. Make sure there is enough room for the zone.
- One APZ per address for one vehicle only even if several individuals have APZ documents or there are several vehicles with APZ tags.
- APZs can be used by **anyone** with a handicap hanger or license plate not just the individual that paid for it.
- **\*APZs for CBD Central Business District are processed through Eng Planning.** In process. To be determined at a later date\*

## Procedure

1. Make note if the location is a private home or apartment.
2. Inspect the property for off street parking. If the location has off street parking, the property does not qualify for an APZ. Use text '**THE LOCATION DOES NOT MEET CRITERIA FOR INSTALLATION**' and reassign it to LPWPT.
3. If the location does not have off street parking, inspect the front, not the rear of the property to see if there is a location for the APZ panels. The front of the property is where the zone will be placed. If there is no place available at the front, the side can be considered if it is a corner lot. APZ's are not placed at the rear, in alleys unless the home faces the alley.
4. Inspect to see if there are any restrictive parking issues that would not allow an APZ (Tarc zones, No stopping anytime, peak hour signs, firelane, fire hydrants, etc). If there is anything that would restrict parking the zone cannot be placed.
5. Because some applicants will appeal a denial based on walking restrictions, It's good practice to take, measurements between the off street parking area to the closest door and the between the possible APZ location to the closest door. Make note of the number of step risers, ramps and the width of the walkway (for wheelchairs).
6. If the location meets requirements, enter text stating '**THE LOCATION MEETS CRITERIA FOR APZ INSTALLATION**'. Document the findings in Hansen and reassign to LPWPT

## Applying for an APZ

1. Have a service request generated by calling MetroCall at 574-5000 or 311. Print off the service request.
2. Send an application with instructions to the applicant. Application consists of a letter (make two copies of the letter - 1 to go with the paperwork and one to attach to the service request) requesting \$10.00 fee, a Physicians Statement for Handicap Zone, questionnaire for the applicant, and return envelope. Note it was sent service request log as: (LTR).
3. Once the \$10.00 fee, the applicant's questionnaire, and doctor's statement received, (make sure you date the paperwork on when it was received, your initials, APZ fee and what form of payment.) make note in the service request log as: PMT.
4. Create a permit using 'RL' not 'RW' (in the job description, make sure you note APZ fee and application received \$10 by form of payment.) and write the permit number on application paperwork with their method of payment. Use 'Prior to Issue' as the Status/Milestone.
5. Request a site inspection by referring the SR to the Inspections group (LPWI). Change the responsibility to 'LPWI'. In the Log, state 'the location requires an APZ site inspection.
6. Inspection results will either be 'Location meets criteria or Location does not meet criteria' with notes to why or why not. It will be reassigned by Inspections back to Permits for the next step.
7. If it meets criteria, create an APZ Installation letter and mail it to the applicant notifying them of such and requesting the \$30.00 fee, on the letter you will also include the permit and service request number. Note that in the Service Request log as: LTR. Save a copy of the letter to G:\Permits\APZ.
8. Once the installation fee is paid, add a payment comment to the service request log. Then add another log 'Create work order to install APZ signs at this location'.
9. Refer the Service request to Signs and Markings Admin (LPWSM) by changing the Responsibility field to LPWSM.
10. Send an email to Bonnie Roades, Patricia Jennings, and Jerry Cantrell requesting an APZ zone installed at the location.
11. File paperwork.