

# City of San Mateo



## Residential On-Street Accessible Parking Spaces Policy and Procedures

Prepared by:  
City of San Mateo  
Public Works Department  
Adopted January 2019

# Policy

## Objective

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The objective of this policy is to accommodate the needs of the community by designating on-street accessible parking spaces in residential areas when no reasonable off-street parking option is available.

## Purpose

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On-street accessible parking spaces:

- Will be considered when off-street parking is not available for an applicant or parking demands in the neighborhood impede the ability of the applicant to have general use of on-street parking convenient to their residence
- Shall provide the shortest, most reasonable, and accessible path of travel to the residence
- Are available for use by anyone possessing a valid handicap placard or license plate issued by the DMV
- Must comply with ADA requirements

On-street accessible parking spaces are NOT:

- A reserved parking space for the applicant
- Intended as a means to reserve a private parking space in front of an individual's house
- For temporary or short-term use by the applicant

## Application Process:

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The decision to install an on-street accessible parking space is based on:

- The availability, condition, and slope of the applicant's existing driveway and garage

- The location and accessibility of the on-street parking space requested by the applicant
- The availability and demand of on-street parking in the neighborhood
- The specific needs of the applicant
- Support from community members

## Fees:

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- A non-refundable application fee is collected to offset the cost of material and staff time. Check the [Comprehensive Fee Schedule](#) for the current fee. Each application requires time for City staff to evaluate the application, conduct field visits, collect and analyze data, mark curb painting locations and install markings. Fees are collected when the curb marking will benefit an individual property rather than the general public.
- A fee waiver is available for households that qualify. Proof of income documents must be submitted with the application.
- The following documents may be submitted as proof of income, and must be dated within a year of the date applying for the on-street accessible parking space:
  - ✓ Notice of Action letter from the County of San Mateo for Medi-Cal or Medi-Cal card with valid issue or expiration date
  - ✓ WIC (Women, Infants & Children) Voucher
  - ✓ Eligibility letter from the County of San Mateo for CalWorks
  - ✓ Eligibility letter from the County of San Mateo for General Assistance
- The following additional documents will be accepted as proof of income if the above are not available, but approval may take additional time to review and process:
  - ✓ W-2 forms and Income Tax Return for household
  - ✓ Three recent, consecutive pay stubs for all working household members

**THE CITY OF SAN MATEO PREFERS THAT ACCESSIBLE  
PARKING BE LOCATED OFF-STREET WHENEVER FEASIBLE.**

# Procedures

## Evaluation

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City staff will consider the following when evaluating an application for on-street accessible parking. To qualify for an accessible on-street parking space, the applicant must meet all of the following requirements.

### 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).

### Condition of on-street parking space requested by applicant

- The requested on-street space is immediately adjacent to an ADA compliant ramp or a substantially compliant driveway approach with a clear path of travel.
- The requested on-street parking space 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 parking space.

### Availability and demand of on-street parking in the neighborhood

- On-street parking in the neighborhood is heavily utilized (more than 70%) in the vicinity of the proposed space.
- There is no existing on-street accessible space in reasonable proximity that can be utilized by the applicant.

### Nature of request

- The request for the on-street space is for long-term nature and NOT for temporary use.

## Support from nearby community members

- Although not required to be submitted, there is positive input from a homeowner's association, community police officer, or neighbors in the area regarding the requested space. (Input from any, or all, of these groups will be considered in reviewing applications for an on-street space.)

### Note:

- *If the on-street space is not located in proximity to an ADA compliant curb ramp or driveway approach for access to the sidewalk or walkway, the accessible space may need to be provided in a different location such as at the nearest corner with an accessible curb ramp. If no accessible curb ramps are installed at the nearest corner, a compliant curb ramp may need to be installed prior to providing the accessible parking space.*
- *If there is a park strip or landscape area adjacent to the proposed space between the curb and sidewalk, a concrete landing area may need to be constructed for van accessible loading and unloading prior to providing the accessible parking space.*

## Submittal Requirements

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The applicant is required to submit the following:

1. A completed application.
2. Proof of a valid CA DMV disabled person (DP) parking placard or license plate from the applicant, such as license plate number, copy of the placard identification (ID) card, or placard number.
3. Proof of residency.
4. Written justification from the applicant for requesting the installation of an on-street accessible parking space in-lieu of using the driveway.
5. A non-refundable application fee is collected to offset the cost of material and staff time, or submittal of required proof of income documents if seeking a fee waiver. Check the [Comprehensive Fee Schedule](#) for current fees.

6. For any necessary curb ramp installation, funds may be available from the General Fund's annual sidewalk repair and replacement account.

## Review of Application

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1. Review submitted material from applicant.
2. Review the applicant's garage, driveway and access area, including driveway width and slope for compliance with ADA requirements. Based on this policy, determine if the applicant's driveway or off-street parking is sufficient to accommodate accessible parking needs. If possible, explore alternative options with the applicant including widening the existing driveway if feasible per current City code requirements. Where possible, the City will work with the applicant to accommodate accessible parking off-street.
3. Conduct a site investigation of the surrounding street with consultation of the applicant. The site is surveyed for parking utilization and existing on-street accessible parking spaces in the area.
4. Determine if there is a shortage of on-street parking in the area. The utilization of on-street parking spaces in the vicinity of the proposed space must exceed 70% if parking in the area is to be defined as heavy.
5. Verify that the slope of the roadway centerline in the vicinity of the proposed space does not exceed a slope of 8.33%.
6. To comply with ADA standards, an on-street accessible parking space must be located adjacent to a compliant curb ramp or driveway. If not, the request may be relocated to the nearest ADA compliant curb ramp at a corner. Funds may be available from the General Fund's annual sidewalk repair and replacement account for any necessary curb ramp installation.
7. Review any written support documents submitted by the applicant from neighbors in the area or by the homeowner's association. If necessary, confer with the adjacent neighbor, property owner, Community Police Officer and/or homeowner's association regarding the possible installation.
8. The Public Works Director will approve or deny a request for on-street accessible parking based on the information gathered during the evaluation process. The decision of the Public Works Director is final unless appealed to the Sustainability and Infrastructure Commission.
9. If the request for on-street accessible parking is approved by the Director, staff will draft and mail a letter to all residents on the block to inform them of the installation.
10. If approved, a service request for installation is issued. The limits of the on-street accessible space and sign location are marked in the field by Public Works staff for proper installation. High priority should be identified on the work order so that the space can be installed as soon as possible, pending weather delays and work crew availability.

# Appeals

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A decision to approve or deny the request may be appealed to the Sustainability and Infrastructure Commission. The applicant or residents on the street may appeal the decision.

Residents will have forty-five (45) calendar days to appeal the decision to the Sustainability and Infrastructure Commission following mailing of the notification of the Public Works Director decision.

Submitted appeals shall:

- a. Be in writing
- b. Provide grounds for the appeal specifying how the decision is not in alignment with this policy
- c. Identify specific actions being appealed (curb marking placement, installing an ADA compliant curb ramp, constructing a concrete landing, etc.)
- d. Include a recommended alternative action

Appeals will be heard by the Sustainability and Infrastructure Commission at the next available meeting. The Sustainability and Infrastructure Commission may overturn the decision being appealed if one or more of the following can be found:

- The applicant does not have a garage or has a garage interior that is less than fourteen feet (14') in width (seventeen feet (17') if the applicant owns a lift-equipped van).
- The applicant does not have a driveway or has 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.
- The applicant's driveway is not an adequate length for accessibility (minimum of 18' – 0" from face of structure to back of walk).
- The requested on-street parking space is immediately adjacent to an ADA compliant ramp or a substantially compliant driveway approach with a clear path of travel.
- The requested on-street parking space 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 parking space.

- On-street parking in the neighborhood is heavily utilized (more than 70%) in the vicinity of the proposed space.
- There is no available existing on-street space in reasonable proximity that can be utilized by the applicant.
- The request for the on-street space is of a long-term nature and NOT temporary use.

In the event that an approval is being appealed, an approval shall be overturned if not all of the requisite findings can be made by the Commission.

## Annual Reapplication

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1. For an on-street accessible parking space to remain, the applicant will be required to fill out and submit an annual reapplication form to Public Works. This reapplication form will be sent out annually to all residents with a previously approved space. All reapplication forms must be submitted by July 1 of each year. If an application was approved within 6 months of the reapplication date, reapplication is not needed until the following year.
2. There will be no charge for annual reapplication.
3. If no reapplication form is received by July 1, staff will attempt a second means of contact. This may include a second letter, a phone call, an e-mail or a personal visit by staff to the residence. Should no response be forthcoming from the applicant within 30 days, the curb markings may be removed.

## Application for Removal

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1. An on-street accessible parking stall can be removed following the submittal of a written application for removal.
2. If a party other than the person who requested the space installation submits the application for removal, the original applicant is contacted to determine if the space is still being used.



3. Public Works may obtain Community Police Officer input as necessary regarding observations of on-street accessible parking space utilization.
4. If determined to be active or currently being used by others, the individual who initiated the request for removal will be notified and the accessible parking space will remain in place.
5. If determined that the accessible space is not be utilized or only sparsely being utilized, the application for removal will be approved and notification will be sent to all residents on the street. A 45 day appeal period for that determination will follow, after which the curb markings will be removed.

## Procedure Review

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The on-street accessible parking space procedures will be reviewed by Public Works periodically to determine their applicability, compliance with the Americans with Disabilities Act (ADA), recommendations by the California Department of Transportation (CADOT), and approach to customer service. Any significant changes to the procedures will be submitted to the Sustainability and Infrastructure Commission for review.