



SAMPLE POLICY ON PARKING FOR PERSONS WITH DISABILITIES STAFF GUIDELINES

At _____, it is our duty as a landlord/housing provider to accommodate persons with disabilities so they are able to fully use and enjoy the dwelling. This means it is our duty to ensure a “persons with disabilities parking space” is allotted to them, or other suitable parking is available.

Parking for Persons with Disabilities

Please keep in mind: Though we already have parking spaces allocated for visitors and tenants as well as assigned parking for those persons with disabilities, instances may arise where more accessible parking for persons with disabilities is necessary.

By requesting more suitable parking, a person with a disability is requesting what the law calls a reasonable accommodation and it is our duty to make that accommodation. As long as reasonable and necessary, an accommodation could include, but not be limited to, the following:

- **Designating additional accessible parking**
- **Enforcing the designated parking spaces to ensure persons with disabilities have access to those spaces**
- **Designating a spot with the shortest accessible pedestrian route into the dwelling**
- ***Not* charging an extra fee for the designated parking**

In order for an accommodation to be made:

- **Please request tenant provide proof of need for persons with disabilities parking space. Sufficient proof includes any one of the following:**
 - **Registration plates**
 - **Parking sticker**
 - **DOT windshield placard**

(**The precluding three permits are issued by the state once a person has shown by sufficient means they are in need of persons with disabilities parking.)

If a request is made for additional persons with disabilities parking:

- **Tenant must fill out “Persons with Disabilities Parking Request Form”**
- **Inform applicant a denial/approval of their request will be issued to them within two weeks**

The laws in Iowa regarding the dimensions of persons with disabilities parking space is in accordance with national standards. For proper width of space as well as access aisle dimensions, please refer to Iowa Code § 321L.5 (2). For proper signage, which properly indicates a persons with disabilities parking space, please refer to 661 Iowa Admin. Code §18.5.