



**Public Works Department**  
*Traffic Engineering*

*City of Arts & Innovation*

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**CITY OF RIVERSIDE, CALIFORNIA**  
**GUIDELINES FOR INSTALLATION OF ON-STREET ACCESSIBLE PARKING SPACE**

The purpose of these guidelines is to provide a process by which City of Riverside residents may request the installation of an On-Street Accessible Parking Space on Public Right of Way within the City of Riverside, under California Vehicle Code (CVC) §21458(a)(5), and Riverside Municipal Code Ch. 10.52.

**A. CURRENT OPTIONS FOR DISABLED PARKING**

Any disabled person or disabled veteran displaying valid disabled parking plates or placards **shall be allowed to park in any On-Street Accessible Parking Space. All references should be to “On-Street Accessible Parking Space” identified by blue curb and a sign.**

**B. CONDITIONS FOR QUALIFICATION**

On-Street Accessible Parking Space shall only be established where a demonstrated need for such parking space is shown as determined by the City Traffic Engineer (“CTE”). In determining need, the CTE will consider the following criteria:

- Applicant must be a full-time resident of the City of Riverside address for which the On-Street Accessible Parking Space is requested. Proof of residency, such as a driver’s license or utility bill, is required.
- Applicant must have a valid California Department of Motor Vehicles **Permanent** Placard or Plate. Temporary Placards will not qualify.
- For apartments, condos, and townhouses, all on-site parking options must have been exhausted. Applicants are encouraged to contact the management or association to inquire about on-site accessible parking spaces.
- For single family dwellings, off-street parking must be unavailable or inaccessible. Example of inaccessibility: No existing parking garage or driveway attached to the dwelling which includes alley accessible parking within the dwelling.

**C. ENGINEERING AND ACCESSIBILITY STUDY**

Prior to approval of an On-Street Accessible Parking Space, the Public Works, Traffic Engineering division staff will perform an accessibility study. This will require the following:

- Your consent to allow the Traffic Engineering staff entering property of application to ascertain the presence of off-street parking including access to applicant’s garage. **Applicants using their garage for storage will be denied their application.**
- Sufficient curb space and existing curb ramp, or available road width to allow for the installation of the On-Street Accessible Parking Space per Caltrans Standard Plan A90B, “Accessible Parking On-Street”, latest available edition.



**D. REMOVAL OF ON-STREET ACCESSIBLE PARKING SPACE**

The City Traffic Engineer may review and re-evaluate on-street accessible parking spaces. Circumstances that may warrant removal of an On-Street Accessible Parking Space include:

- The space is no longer needed.
- The disabled person(s) has moved, vacated the premises, or is deceased.
- The space is altered with the intent to misuse.
- Conditions have changed such that the disabled person(s) no longer is qualified for a disabled parking placard/plate per the state of California.

**E. AGREEMENT TO THE REQUIREMENTS FOR APPLYING FOR AN ON-STREET ACCESSIBLE PARKING SPACE**

After reading the City of Riverside Guidelines for an On-Street Accessible Parking Zone, the applicant will be required to complete the application and sign the agreement/waiver form. By signing the application, the applicant acknowledges and agrees to all the requirements associated with the installation of an On-Street Accessible Parking Space.



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**CITY OF RIVERSIDE, CALIFORNIA**  
**APPLICATION FOR ON-STREET ACCESSIBLE PARKING SPACE**

**Within Residential Areas**

Applications are considered on a case-by-case basis. On-Street Accessible Parking Spaces are available for use by vehicles displaying a valid disabled parking license plate or placard issued by the State of California Department of Motor Vehicles (DMV). All parking regulations set forth in the California State Vehicle Code (CVC) and City of Riverside Municipal Code are in force at such locations.

**Submit Completed applications to:**

City of Riverside  
Public Works, Traffic Engineering  
3900 Main Street, 4<sup>th</sup> Floor  
Riverside, CA 92522

**A. APPLICANT INFORMATION**

First and Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

California Driver's License Number: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**B. PROPERTY OWNER INFORMATION (Condo owners must have HOA approval for installation)**

Check box if same as section A:

First and Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



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**C. ACCESSIBLE PARKING SPACE AREA INFORMATION**

Location of requested blue curb: \_\_\_\_\_  
\_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

1. Is off-street parking available at the property associated with this request?
  - Yes  No
  
2. Is there an existing on-street accessible parking space within 150 feet of the property associated with this request?
  - Yes  No
  
3. If the off-street parking is available, why is an on-street accessible parking space needed?  
\_\_\_\_\_  
\_\_\_\_\_

**D. REQUESTED BY OTHER (Caregiver – Spouse – Child of Disabled Adult, Parent of Disabled Child)**

First and Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

California Driver's License Number: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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Explain why the unlicensed placard/plate holder applicant requires a driver who is not issued a DMV disabled placard/plate to justify the installation of an On-Street Accessible Parking Space.

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Additional Comments:

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**E. SUPPORTING DOCUMENTATION**

Please attach photocopies of the documents below. **Do not send originals.**

- Proof of Applicant’s address (attach current utility bill, rental agreement, or driver’s license)
- Proof of DMV Issued Disabled Parking Plate or Placard (attach copy of vehicle registration of placard receipt) **Copy of placard or plate will not be accepted**
- Completed/signed agreement/waiver for installation

**I hereby certify that the information I am providing is true and correct.**

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information contact the Public Works, Traffic Engineering division at (951) 826-5366



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**CITY OF RIVERSIDE, CALIFORNIA**  
**AGREEMENT TO THE REQUIREMENTS FOR INSTALLATION OF**  
**ON-STREET ACCESSIBLE PARKING SPACE**

Applicants for the On-Street Accessible Parking Space must agree to and abide by the following requirements:

1. The applicant understands that completing the application is not a guarantee that it will be approved.
2. Applications are approved for a two-year period. Thereafter, a renewal application must be submitted with supporting documentation for continued use. The applicant must observe and obey all parking regulations covered in the City of Riverside Municipal Code Chapter 10.52.
3. The On-Street Accessible Parking Space shall not be used for long-term storage of vehicles. The vehicle must be kept in good repair and shall be operational, as outlined in the California Vehicle Code. For the purpose of this policy, long-term storage of vehicles is defined as any vehicle parked or left standing on a public street in the same location and not driven or moved in excess of 72 hours.
4. Any misuse of an On-Street Accessible Parking Space shall result in its removal. Misuse shall be determined by the City Traffic Engineer. In ascertaining whether an accessible parking space has been misused, the City Traffic Engineer shall consider the following factors:
  - a. The length of time in which the applicant has left a vehicle in the space without operating it.
  - b. Misuse of the applicant’s disabled placard or license plates.
  - c. Any violation by the applicant of the City of Riverside Municipal Code Chapter 10.52 or this policy.
  - d. Any other factors the City Traffic Engineer deems reasonable and relevant to the issue.
5. The On-Street Accessible Parking Space is not a reserved space and may be used by other vehicles licensed to park in the disabled parking space on a first-come first-served basis.
6. The authority to enforce parking laws is the responsibility of the Public Works, Parking Enforcement division and the Riverside Police Department.
7. Any additional construction costs resulting from the need to construct a curb ramp and/or modifications to the City’s right-of-way, roadway, or sidewalk, to meet Caltrans A90B Standard Plan for Accessible Parking On-Street would be the responsibility of the applicant. A financial hardship letter may be submitted for City review to consider waiver of any additional construction costs (supporting documents may be requested).

I, the applicant, have read and understood this Agreement to the Requirements for the Installation of an On-Street Accessible Parking Space on Public Streets and agree to abide by them.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_



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**CITY OF RIVERSIDE, CALIFORNIA**  
**ON-STREET ACCESSIBLE PARKING SPACE ON PUBLIC STREETS**  
**LIABILITY WAIVER AND GENERAL RELEASE OF ALL CLAIMS**

The On-Street Accessible Parking Space Program (“Program”) is a voluntary program offered by the City of Riverside (“City”).

I \_\_\_\_\_, hereby acknowledge that I am voluntarily participating in the Program. I hereby assume full responsibility for all liability and all risk of injury or loss, including death, which may result from participation in the Program. I hereby agree to hold harmless, release, waiver forever discharge and covenant not to bring legal action or claim against the City or its employees, agents and/or officers from any and all claims or demand I may have by reason of any accident, illness, injury, death, damage, loss, or misuse arising or resulting directly or indirectly from my participation in the Program and occurring during such participation or any time subsequent thereto.

This Liability Waiver and General Release of All Claims applies whether such loss, injury, death, damage or misuse is caused or alleged to be caused by any act or omissions by the City of other parties, negligent or otherwise, related to participation in the Program. This Liability Waiver and General Release of All Claims is binding on me, my heirs, executors, administrator, and assigns.

I certify that the information I have provided is true and accurate.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_