

PIMA COUNTY DISABLED PARKING PERMIT PROCEDURES

Any Pima County employee who has a permanent or temporary disability pursuant to Arizona Revised Statutes § 28-882 will be provided a marked parking space at the employee's expense. Parking will be in the closest County facility, on a space available basis. The employee shall contact the **Parking Manager** in Facilities Management for information about parking space assignments and fee assessments. Please submit the application form to the Parking Manager if you already have a placard or plate, or to the **ADA Coordinator** if you do not have a placard or plate and need to submit medical authorization.

Application Procedure:

IF THE EMPLOYEE HAS A PLACARD OR LICENSE PLATE:

If an employee has a permanent or temporary disability and **has a disabled insignia (license plate or placard) from the Motor Vehicle Division**, he or she may submit a *Pima County Application for Disabled Parking Permit* to the **Parking Manager** within five working days of receipt. The employee may use the online form, or obtain a form directly from the Parking Manager or the **ADA Coordinator** in Human Resources Department, Employment Rights.

IF THE EMPLOYEE DOES NOT HAVE A PLACARD OR LICENSE PLATE:

If an employee has a permanent or temporary disability and **has no disabled insignia from the Motor Vehicle Division**, he or she may obtain a *Pima County Application for Disabled Parking Permit* and a *Physician's Authorization for Disabled Parking Permit* from the ADA Coordinator, who will process and forward those documents to the Parking Manager in Facilities Management. The Motor Vehicle Division Medical Certification Form may be submitted in lieu of the County form.

PROCEDURES FOR TEMPORARY PARKING AUTHORIZATION:

If a disability is temporary, a parking place will be assigned for the period noted on the *Physician's Authorization for Disabled Parking Permit*. The maximum authorization period is for six months. If the employee requires disability parking for a continuous time period that exceeds six months, the employee must contact the Motor Vehicle Division for **disabled insignia (license plate or placard)** and apply to the Parking Manager for an extension once the plate or placard has been obtained.

CONTACT INFORMATION:

Parking Manager: James.Garrison@pima.gov or Robert.Larkins@pima.gov
150 W. Congress Street, 3rd Floor, Tucson AZ 85701
(520) 724-3102

ADA Coordinator: ADA.Coordinator@pima.gov
150 W. Congress Street, 4th Floor, Tucson AZ 85701
(520) 724-2782

PIMA COUNTY APPLICATION FOR DISABLED PARKING PERMIT

Name:		EIN:	
Home Address:		Department	
City, State:		Zip Code:	
Home Phone:		Work Phone:	
Work E-mail:			
Type of Permit:	<input type="checkbox"/> Permanent Permit		<input type="checkbox"/> Temporary Permit*

PROOF OF ELIGIBILITY

Employees Must Submit Either Insignia Or A Medical Authorization

- I have a disabled license plate or placard and attached a copy or photo of it.
- I am submitting the attached medical certification as proof of my eligibility.

ADA Coordinator's Approval (only if there is no plate or placard):

I certify that the employee applicant is eligible for disabled parking privileges based on the medical documentation I have reviewed.

ADA Coordinator

The above mentioned Pima County Employee has been certified as being disabled, pursuant to Arizona Revised Statutes § 28-882, and is qualified for a parking space at the employee's expense.

Parking Manager/Facilities Management

Date

Parking space location:	
Renewal date:	

**If you are temporarily disabled and the duration of your temporary disability status is extended, you must renew your application. Please contact the Parking Manager or ADA Coordinator.*

PHYSICIANS AUTHORIZATION FOR DISABLED PARKING PERMIT

I certify that _____ satisfies at least two of the conditions mentioned below that are either temporary or permanent.

If temporary, expected duration of disability: _____

Physician's or Hospital Administrator's Name (please Type or Print)

Medical License Number

Address: (If Hospital Administrator, Provide Hospital Name and Address)

City, State, Zip Code

Daytime Telephone No.

Nature of Disability (Optional)

Physician's Signature

Date

Pursuant to Arizona Revised Statutes § 28-882, a qualified permanently or temporarily physically disabled individual may apply for a disabled parking placard. To be eligible for the motor vehicle placard bearing the nationally recognized wheelchair symbol, the individual must satisfy at least two (please check) of the conditions listed below.

- Is physically unable to use the public bus or train.
- Is physically unable to perform sustained work activity for more than six hours.
- Has a very pronounced disfigurement or deformity.
- Is physically unable to climb one flight of stairs or walk fifty yards on a level surface without pause.
- Has a significant loss of manual dexterity or coordination which severely restricts the performance of a major life activity.