

APPLICATION

RESIDENTIAL ON-STREET ACCESSIBLE PARKING PRIVILEGES

PART I - ELIGIBILITY REQUIREMENTS

1. Is there any means of parking on the property where the Residential On-Street Accessible Parking sign would be located (regardless of the functionality, the current user or condition of the parking space)?

YES

You are **not eligible** for Residential On-Street Accessible Parking Privileges.

NO

Move forward to the next question. Please note, a site review shall confirm and if the property is deemed ineligible, a **penalty** will apply.

2. Do the below three (3) required documents reflect **different addresses**?

- original parking permit (Blue Permit from Ministry of Transportation) showing applicant's current address; and valid for a minimum of six (6) months,
- original vehicle permit (ownership) for the vehicle registered to the permit holder's address,
- original document used for proof of residency (e.g. Driver's license or Utility Bill showing your current address).

YES

You are **not eligible** for Residential On-Street Accessible Parking Privileges.

NO

Move forward to the next question.

3. If you ever applied for Residential On-Street Accessible Parking for your current address, what was the decision made:

DENIED

You **may not apply** for the same property within **twelve (12) months** of prior submission. You shall provide justification for changed circumstances necessitating a re-evaluation if you proceed with a new application.

APPROVED

Proceed with the Renewal Application

NEVER APPLIED

Proceed with the New Application.

PART II - APPLICATION

NEW APPLICATION

RENEWAL

No. (office use only) -----

PART III - APPLICANT INFORMATION

Name of Permit Holder:	First	Last
Street Address:	Postal Code:	
E-mail Address:	Phone #:	
Ontario Parking Permit #:	Expiry Date:	

If you are not the holder of the parking permit yourself, and you are applying on behalf of the parking permit holder, please provide your contact information below:

Name:	First	Last
Street Address:	Postal Code:	
E-mail Address:	Phone #:	
Your Relation to the Parking Permit Holder:		

PART IV – PROPERTY OWNER INFORMATION

1. Do you own the property where the Residential On-Street Accessible Parking sign would be located?

YES NO

If NO, please provide:

Name:	First	Last
Street Address:	Postal Code:	
E-mail Address:	Phone #:	

Refer to On-Street Accessible Parking Spaces – Residential Procedure, Section 4.5 - Removal of spaces, confirmation from the **current property owner or tenant** for the address may be used to determine that the space is no longer required.

Applicants Signature

Dated:

PART VI – ADDITIONAL INFORMATION

1. On-street parking is public parking. Residents do **not** have an **exclusive** right to use a particular parking space. An accessible parking space granted may be used by any vehicle displaying a valid MTO Ontario Accessible Parking Permit.
2. For each street section, defined as both sides of the street between intersections, no more than 20% of available on-street parking spaces (rounded up to the nearest whole number) shall be designated as accessible. In streets with alternate side parking, the calculation will be based on the side with fewer available spaces. New applications that would exceed this maximum allocation for the street section will not be considered.
3. The needs of the community as a whole (including on-street parking needs for other residents) as well as engineering concerns and area parking restrictions shall be balanced against demand for on-street parking in the administration of the residential on-street accessible parking space program.
4. Processing time for application & sign installation is approximately 120 business days from date of application.
5. If this application is approved, it’s your responsibility to reapply for a further extension before your term ends, which is two (2) years or by Ontario Accessible Parking Permit’s expiry date (whichever comes first). Please be advised that if a completed AP application renewal is not received before the end of your term, the signs may be removed without notice.
6. Residents who have been granted residential on-street accessible parking spaces are responsible for providing notification if they move or if they no longer meet the eligibility criteria for a residential on-street accessible parking space.

All information contained herein references the On-Street Accessible Parking Spaces - Residential Policy and Procedure (ENG-TP-AP-1A), approved by Council on September 23, 2013, which are available at <https://www.citywindsor.ca/residents/traffic-and-parking/on-off-street-parking/accessible-parking>. It is your responsibility to read and be conversant with the Policy and Procedure for Residential On-Street Accessible Parking.

PART VII - FOR OFFICE USE ONLY

Accessible parking permit	<input type="checkbox"/>
Proof of residency	<input type="checkbox"/>
Vehicle registration	<input type="checkbox"/>
Site visit complete	<input type="checkbox"/>

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
Reviewed and verified by: Name: Signature:	Dated:
Follow-Up Date: Expiry Date of Permit or Two Years (whichever comes first)	M D Y

Adopted: January 2026