CITY OF
HERMOSA BEACH

PUBLIC WORKS DEPARTMENT

GUIDELINES FOR REQUESTING
A DISABLED PARKING SPACE

UPDATED
August 3, 2026
SUBMIT TO
hbpublicworks@hermosabeach.gov

The City of Hermosa Beach recognizes that certain locations within the City do not provide sufficient or accessible off-street parking. In those cases, a limited number of on-street parking spaces may be designated by the City Council for residents with an identifiable need for disabled parking, provided the designation does not significantly affect available curb parking in the area. The guidelines below must be followed completely. A "disabled" person is a person who is disabled within the meaning of Section 10.32.360.D1 of the Hermosa Beach Municipal Code.

FEES

Disabled Parking Space Installation — application fee	**$2,408**
Sign installation fee (charged only if the request is approved)	**$2,228**

Fee waiver: These fees may be waived for disabled persons whose annual household gross income is under $75,000. To request a waiver, complete and file the affidavit on page 3 with the City's Public Works Director.

1 RESIDENT REQUEST

MEETS CRITERIA _____

The applicant must submit a written request for disabled street parking. The letter should:

1. Identify the preferred parking location.
2. Explain the conditions that make all available off-street parking inaccessible.
3. Describe why street parking is required.
4. Provide proof of permanent disability — a copy of the applicant's state-issued placard with registration, or a copy of the registration for the applicant's California Disabled License Plate.

2 PROOF OF RESIDENCY

MEETS CRITERIA _____

At least one member of the resident's household must have a valid disabled parking permit and live in the dwelling. A copy of the permit and proof of residency will be kept on file.

3 OFF-STREET PARKING

MEETS CRITERIA _____

The resident must have no other off-street parking available with reasonable accessibility other than the requested on-street space, and is expected to use any and all available off-street spaces before utilizing on-street parking. Disabled street parking will only be considered where curb parking exists and where designating the space will not create an undue hardship for other residents of the block.

Required: Proof that the applicant has no garage, carport, driveway, or other off-street parking available.

4 TIMING, REVOCATION & REMOVAL

REQUESTOR'S INITIALS _____

On-street disabled parking spaces may be removed at any time by the Director of Public Works upon finding that the permit holder fails to meet one or more of the guidelines in Ordinance 13-1340, or upon determining that the parking space is not being used for the purpose intended. The decision of the Public Works Director to remove a disabled on-street space may be appealed to the City Council.

HOW TO SUBMIT

Email the completed request — this form, your written request letter, proof of disability, and proof of residency — to **hbpublicworks@hermosabeach.gov**.

Requests may also be delivered to the Public Works Department, 1315 Valley Drive, Hermosa Beach, CA 90254. Questions? Call (310) 318-0214.

REQUIRED ATTACHMENTS

- ☐ Written request letter addressing items 1–4 under Resident Request
- ☐ Copy of the state-issued disabled placard registration or Disabled License Plate registration
- ☐ Proof of residency at the dwelling
- ☐ Affidavit of Annual Household Gross Income (only if requesting a fee waiver)

REQUEST INFORMATION

Please print clearly.

REQUESTOR (FULL NAME) _____ DATE _____

REQUESTED LOCATION _____ PHONE _____

RESIDENCE ADDRESS _____ EMAIL _____

COMMENTS

_____

_____

REQUESTOR SIGNATURE _____ DATE _____

FOR CITY USE ONLY

APPROVED BY CITY COUNCIL — DATE _____ INSTALLATION DATE _____

CITY OF
HERMOSA BEACH

PUBLIC WORKS DEPARTMENT

AFFIDAVIT OF ANNUAL HOUSEHOLD
GROSS INCOME UNDER $75,000

Complete this affidavit only if you are requesting a waiver of the Disabled Parking Space installation fee. • Please print clearly.

NAME _____ DATE _____

ADDRESS _____

I hereby certify under penalty of perjury that the above Hermosa Beach resident's Annual Household Gross Income is $_____, which is under $75,000.

WHAT IS CONSIDERED INCOME?

All income received in the calendar year — including but not limited to salaries, wages, commissions, social security, pensions, rents, capital gains, and interest income — is considered income. The City reserves the right to request appropriate documentation.

If this information is found to be incorrect, the Public Works Department has the authority to request payment of the Disabled Parking Installation Fee.

SIGNATURE _____ DATE _____

Submit this affidavit with your request to **hbpublicworks@hermosabeach.gov**, or to the Public Works Department, 1315 Valley Drive, Hermosa Beach, CA 90254.

FOR CITY USE ONLY

FEE WAIVER APPROVED BY _____ DATE RECEIVED _____