



## **BENSALEM TOWNSHIP POLICE DEPARTMENT**

2400 Byberry Road • Bensalem, PA 19020 • (215) 633-3700 • Fax (215) 633-3656

**Frederick A. Harran**  
**Director of Public Safety**

Dear Township Resident,

Please be advised that the following items are required prior to processing a request for a residential Handicapped Parking Sign:

1. A brief note from the party requesting the Handicap Parking Space/Sign (including signature, address and phone number).
2. A note from their physician confirming the need for the Handicap Parking Space/Sign.
3. A photocopy of the placard or registration.
4. If the residence has a driveway, please provide the above listed paperwork for all vehicles and residents with handicapped parking needs or a note with any special circumstances regarding use of the driveway.

After receiving all of the paperwork, a site evaluation will be conducted by the Traffic Safety Officer and/or a sign maintenance employee. The sign will be installed pending approval of the intended installation location in accordance with the Americans with Disabilities Act. The requesting party will be contacted via mail if the request is denied.

Required paperwork can be dropped off or mailed to the Traffic Safety Officer at the Police Department. There is no fee for this type of request.

Please contact me with any questions.

Thank you,

Traffic Safety/Crime Prevention  
Bensalem Township Police Department  
2400 Byberry Road  
Bensalem, PA 19020  
215-633-3689