



Port Carbon Police Department
P.O. Box 84
301 First Street
Port Carbon, PA 17965
Office: (570) 622-5411
Fax: (570) 622-3039



Dear Sir/Madam,

The Port Carbon Police Department in conjunction with the Port Carbon Public Works Department recently conducted a handicap parking sign inventory within the Port Carbon Borough. It has been confirmed that a sign is in place at or near your residence designating a parking space for your vehicle bearing PA Registration Plate _____.

As per Port Carbon Borough Code 226-45, you are required to renew your application no later than January 31 of the calendar year. To satisfy the requirement of Port Carbon Borough Code 226-45, please select one answer below and return this letter to the Port Carbon Borough Hall.

Name: _____ Phone #: _____

☐ The above PA Restoration plate is currently attached to my vehicle, and I wish to renew the handicap parking application, enclosed is the required \$25.00 renewal fee.

☐ I wish to renew this handicap parking application however; the new registration of _____ is now assigned to my vehicle, enclosed is the required \$25.00 renewal fee.

☐ I do not want to renew the handicap sign thus I am requesting removal of the sign.

Please make all checks or money order payable to the Borough of Port Carbon.

Thank you for your attention in this matter, if after January 31 of this calendar year this letter is not received, it will be assumed that a renewal is not requested, therefore the sign shall be removed. Any questions, feel free to contact the police department or the borough hall office at (570) 622-2255.