Parking Redesignation 2 Step Review & Approval Process by Land Development Services

	Applicant	Customer & Technical Services Center, LDS	Site Development & Inspections Division, LDS	Zoning Permit Review Branch, DPZ
Pre submittal	Are the changes proposed exempt from a site plan or a minor site plan? (see **ZO 17 104**)			
	Yes			
	Are there changes to hydrants, fire lanes or fire lane signage?		Consult the appropriate branch chief with any concerns about the need for approval of the proposed plan by the Office of the Fire Marshal	
	Yes or Not Sure			
	No			
Step 1	Step 1: Submit a proposed parking plan			
	• Drawing of proposed parking layout, certified • Completed parking tabulation form, uncertified prior to restriping • Copy of most recently approved parking plan (See submission requirements in the **Parking Redesignation Review Checklist**)	Accepts documents and fee	Review documents for items on the **Parking Redesignation Review Checklist**	
			Approval of parking layout changes	
			Yes	
		Approval letter and approved plan put in customer bins for pick up	LDS Step 1 approval letter & approved plan	
	• Picks up approval letter and approved drawing. • Restripes parking in conformance with approved drawing			
Step 2	Step 2: Submit a certified parking tabulation			
	• Parking tabulation form, certified • Copy of approved parking layout drawing from Step1 • Copy of Step 1 s LDS approval letter	Accepts documents and fee	Review for substantial conformance with approved drawings	In many cases, Step 2 will be able to be handled through the insert process. See LTI 16-01 for more information.
			Approval of tabulations	
			Yes	
		• Approved tabulations put in customer bins for pick up • Forwards copies of approved documents to DPZ		
	Picks up approved tabulations			
	Can now request Non Residential Use Permit or Residential Use Permit from DPZ in person (if necessary)			