

SUBMISSION REQUIREMENTS FOR FAIRFAX COUNTY DPWES PARKING REDUCTIONS

Provide 1 original and 4 copies of both the Letter of Request & the Parking Study

A. Letter of Request

- Must be on letterhead and include an address and telephone number; a contact's email address can also be included
- Include
 - Fairfax County Tax Map Identification Number, *i.e.*, *TM#032-3-44-0017*
 - Magisterial District, *i.e.*, *Sully District*
 - Case number of any related zoning case, *i.e.*, *Special Permit #SP 2006-MV-023*
- Provide an explanation of the reason behind the request
- Reference the section of the Zoning Ordinance under which the request is being filed, *i.e.*, *Paragraph 3 of Zoning Ordinance §11-106*
- Signature of the applicant or a proper agent; see Paragraph 8 of ZO §17-104
- Appropriate fee for the type of reduction; see County Code Appendix Q

B. Parking Study

- Narrative description of the site
- Type(s) of use(s) on the site including a list of any scheduled special activities that may impact parking demand
 - If shared parking is being requested, also include days and hours of operation for each use
- Proposed parking tabulations; include a copy of the most recently approved tabs, if any
 - most studies will use the current parking tabulation form available with the DPWES forms on the county website
 - see Paragraph 21 of ZO §11-102 for information regarding rounding
- If shared parking is being requested, include an explanation describing how the sharing will work, *i.e.*, *parking agreements between two sites, different hours of operation between two or more uses*
- Provide a conclusion that identifies the percentage of the parking reduction being requested on the site, *i.e.*, *a 10% reduction in parking is being requested, 15 fewer spaces of the 150 spaces required for the residential uses on the site*
- If shared parking between 2 or more uses is being requested, provide a parking curve comparing the parking supply with the parking demand throughout a day/week; see attached example
- Legible copy of the site's current plan showing
 - the actual parking layout on the site and labeling the required handicapped and van-accessible spaces
 - if applicable, labels that correlate with the units/addresses on the parking tabulations
- Existing uses may be required to provide parking counts to identify actual parking demand

Daily Parking Accumulations

