

Parking Tabulation Form Information

Please note that the parking tabulation package will be disapproved if the tabulation form has been incorrectly completed, if required information is missing or if any of the required documents mentioned below are not submitted.

A complete Parking Tabulation submittal must include the following documentation:

1. A completed Fairfax County Parking Tabulation Form.
2. A copy of the last approved Site Plan (SP) or Minor Site Plan (MSP) Plan View sheet, and the sheet showing the parking tabulations for that SP or
3. A copy of special exception and/or special permit conditions associated with the property, if any.
4. A copy of proffers associated with the property, if any.
5. A copy of parking reduction agreement associated with the property, if any.
6. A striping plan is required for any proposed additional parking spaces prior to parking tabulation approval.
7. Additionally, for Parking Studies:
 - A copy of the last approved separately submitted parking study (PKS), if any.
 - A “Proposed Parking Plan” with the PKS number in the title showing the location of all existing on-site parking spaces and any outdoor seating associated with fast food or eating establishments and all the revisions that are proposed. The parking plan must be signed and sealed by a licensed professional and the property owner.
 - If there are no proposed changes or revisions to the parking shown on the last approved SP or MSP, a copy of the plan view sheet of the SP or MSP may be used as the “Proposed Plan” for the PKS. The licensed professional must stamp and sign the sheet with narrative of this confirmation that the existing conditions were field verified and no field changes to the existing parking are proposed with the current PKS submission.

A complete Parking Tabulation/Study submittal must include the following information:

1. The correct zoning district.
2. The correct site plan number.
3. All of the existing and proposed uses in each suite. These uses must be grouped according to floor and ordered by suite. If there are no suite numbers the uses should be ordered sequentially according to tenant address. If there are multiple buildings the uses should also be grouped according to building
4. Each listed use on the parking tabulation must include:
 - a. The correct address, floor and suite number as applicable.
 - b. In the address column, the address and the name of the current or proposed tenant or business. If the space is currently unoccupied and going to remain unoccupied, mention it as “Vacant”.
 - c. The name of the use and whether that use is permitted by-right, by special permit or by special exception. (Refer to Article 11 of the Zoning Ordinance for use terminology or contact the Zoning Administration Division at 703-324-1314 for a use determination).

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- d. The applicable parking rate as described in Article 11 of the Zoning Ordinance
 - e. All of the information required by the applicable parking rate. For example: number of students, number of employees, etc.
 - f. The correctly calculated number of required parking spaces. Please note that fractions of a space up to the first decimal are permissible for individual uses. Fractions will be rounded up to the nearest whole number at the time the total number of required spaces for the site is determined.
5. The number of required parking spaces must be correctly totaled.
 6. The total gross square footage for the entire development and for each individual building must be provided (create additional lines at the end of the tab for this information).
 7. The number of available parking spaces must be correctly totaled.
 8. The total number of available parking spaces listed on the parking tabulation must match the total number of available parking spaces shown on the parking plan.
 9. Provide an asterisk (*) indication next to the use line for the use change that is the reason for submission of the parking tab. Provide a brief narrative at the bottom of the form to explain the asterisk and to describe why the parking tabulation is being submitted.
 10. The parking tabulation must be signed and sealed by a licensed professional.
 11. The parking tabulation must be signed by the owner of the property. If signed by a management company the County tax records must indicate the management company as an "in care of" entity. If the building is a commercial condominium the parking tabulation must be signed by the condominium president.

A Parking Tabulation submittal must be field verified by the submitting engineer to confirm:

1. The total number of on-site parking spaces matches what is shown on the parking plan
2. All of the accessibility parking spaces have appropriate free-standing posts and correct signage.
3. All of the existing uses identified on the parking tabulation are correct.
4. The dimensions of the on-site parking spaces match what is shown on the parking plan.
5. None of the parking spaces, ADA parking spaces and loading spaces are blocked or have encroachments in them (light poles, cart corrals, signage, etc.).