



PARKING ADJUSTMENT REQUEST GUIDELINES AND CHECKLIST

This document outlines the expected content and format for a parking adjustment request. A parking adjustment request checklist must be included with the request and must be completed by the submitting engineer. The purpose of the guidelines and checklist is to assure a complete application and facilitate expeditious processing of the request.

The information submitted with the request should be concise and limited to the subject matter in the checklist unless the additional information is critical to justifying the adjustment. The criticality of this information should be discussed with the County's Parking Program Manager (PPM) before submitting the parking adjustment request. The PPM may require additional analysis or data outside the scope of these guidelines to complete a review of a proposal. Content is described first then the submission checklist follows.

CONTENT

1. **Was there a pre-submission meeting with the Parking Program Manager?** Y/N.
If so, on what date? Summarize discussion (optional).
2. **A statement of justification or elements of the request:**
 - Cite the section(s) of the Zoning Ordinance (Ordinance) used to justify the request and a brief description of the rationale for the request.
 - Location of property. Tax Map/parcel number. Street address.
 - General description of expected site uses.
 - If desired by the applicant, a summary of the basis of the parking adjustment.
 - Provide a 'no adverse impact' statement as required by [the Ordinance](#).
 - NOTE: Parking adjustment requests prepared by licensed design professionals are a professional work product and must be sealed pursuant to 18VAC10-20-760.

Statement of justification should also include the following contextual elements, if applicable:

- Note if the request is to be processed concurrently with a rezoning application (RZ, Special Exception, Special Permit, and amendments). Provide rezoning application number if available.

- Site parking and land use background. Determine applicability to the adjustment and provide a copy of any previous recorded parking reduction agreement, rezoning proffers, and/or SE/SP conditions in the submission appendix.
- Note if the site is in any tiered framework area as defined in Subsection 6100.5 of the Zoning Ordinance.
- Planning district, Comprehensive Plan recommendations pertinent to adjustment, general existing site context (in mixed use neighborhood, shopping center, etc.).
- If buildings/uses on the property are being retained, provide detailed description.
- Pertinent miscellaneous information (general comments on land use synergy and site context, transportation options, proffered/established Transportation Demand Management (TDM) programs).

3. For all requests, a written and signed endorsement of the adjustment request by all owners (individual, company official or condo unit owners' president).

4. Technical information to be shown:

- Applicable ordinance parking rates for each new/retained use.
- Current parking supply (number of spaces) if retained.
- Other information that will affect adjustment (valet parking, leased spaces, reserved spaces, etc.).
- Proposed parking supply inclusive of reserved spaces. Provide number of open and reserved spaces.
- If there are reserved spaces, define purpose for these spaces (lease agreement, temporary loading (such as Uber/Lyft, package/food delivery), residential parking, etc.).
- Table showing the following for each land use in the application site:
 - Land uses
 - Square footage/dwelling units for the land uses
 - Ordinance required parking rate (1 space/1000 square feet of gross floor area; 1 space/employee, etc.)
 - Number of required spaces
 - Proposed adjustment expressed as both a percentage and number of spaces
 - Minimum number of spaces to be provided
 - Proposed minimum parking rate for each land use

Example Table:

Comparison Table of Ordinance-Required and Proposed Parking

Land Use	Size	Rate Required by Code	Number of Spaces Required by Code	Proposed Adjustment	Proposed Minimum Number of Spaces	Proposed Minimum Rate
Multi-Family Residential	288 0-1 BR units	0.6 spaces per bedroom	173 for 0-1 BR units	33% 0-1 BR units	115 for 0-1 BR units	0.4 spaces per 0-1 BR units
	288 2 BR units		346 for 2 BR units	33% 2 BR units	230 for 2 BR units	0.4 spaces per 2 BR units
Office	724,477 SF of GFA	1.4 spaces per 1,000 SF of GFA	1,014	0.0%	1,014	N/A
Shopping Center	26,466 SF of GFA	2.8 spaces per 1000 SF of GFA	74	28%	53	2.0 spaces per 1000 SF of GFA
Totals			1,607	12%	1,412	

- If submitting a shared parking request under Ordinance Subsection 6100.6.B.(1), a table based on Table 6100.10 including the uses to be shared must be provided. For submittals under 6100.6.B.(2) or (3), a chart showing shared parking peak demand characteristics may be necessary.
- If submitting a shared parking request under 6100.6.B.(2) or (3), and a peak demand chart is necessary, list/discuss assumptions used for this data. If using Urban Land Institute's publication of Shared Parking, you must use the Third Edition for calculations.
- For submissions under Transit-Related, Affordable Housing, Publicly Accessible Parking, and Public Benefit, see criteria in Ordinance Subsection 6100.6. A justification for an adjustment must address the relevant criteria.
- If existing uses will be retained, a parking utilization study may be needed to demonstrate that the existing parking supply is adequate.
- OPTIONAL – Include proposed administration of parking supply (parking management techniques, parking fees (Y/N), other actions).

5. Examples of appendices:

- Recorded reduction agreement with deed book/page numbers if there was a previously approved reduction.
- Proffers/conditions, if applicable.
- Parking tabulation, if applicable, for shared parking requests.
- Shared parking hourly demand analysis.
- Owner agreement letter(s).

6. What should not be included in the body of a parking reduction:

- Ordinance language defining the uses (already available to review staff).
- Shared parking procedurals (already available to review staff).
- Redundant statements.
- Detailed procedures to derive numbers unless requested by staff. This information can be included in appendices if applicant chooses.
- Draft parking reduction conditions.
- Discussions not related to auto parking or the justification of the reduction.
- A separate 'Conclusion' unless content differs from introduction and justification. The conclusions of the parking reduction can be summarized at the opening of the document.

SUBMISSION CHECKLIST EXAMPLE

Required with Submission of a Parking Reduction Request

1. Pre-submission meeting with Parking Program Manager: Y/N. If so, on what date?
2. Statement of Justification or Elements of Request – Does it include?

Type of Request:

- ☐ Shared Parking
 - ☐ Transit-Related
 - ☐ Affordable Housing
 - ☐ Publicly Accessible Parking
 - ☐ Public Benefit
 - ☐ Other (Describe)
-

Ordinance Citation (Article/Section):

Site Address:

Tax Map #:

Adjacent property impact narrative provided?

Site in tiered framework area as defined in 6100.5: Y/N

If yes, identify area.

Previous parking reduction submittal for this site: Y/N

If approved, include recorded agreement.

Property subject to approved proffers/development conditions: Y/N

If yes, include proffers/conditions.

Concurrent with rezoning proposal (inclusive of amendments to the original rezoning)?

Y/N

Rezoning Case # (if applicable to site)

Special Exception/Special Permit Case # (if applicable to site)

3. Formal endorsement of application by all property owners provided?

4. Technical Data:

- ☐ Plat with On-Site Parking Layout, Including Accessible Parking Spaces and Accessibility Routes
- ☐ For Table 6100.10 Shared Parking – Chart with Use Calculations
- ☐ For Other Shared Parking – Expected Hourly Parking Demand
- ☐ For Other Shared Parking – Explanation of Assumptions
- ☐ Applicable Parking Tabulation (if Shared Parking or otherwise required)
- ☐ Parking Utilization Counts (if required)
- ☐ Zoning Ordinance Parking Requirements by Use
- ☐ Building Uses & Square Footage by Use

For non-sharing requests, are critical data elements included? Examples: distance from transit facility, Area Median Income (AMI) information, distance to off-site parking, open space calculations.

Buildings Retained: Y/N. If so, described retained uses.

Current Number of Spaces	_____
Proposed Number of Spaces	_____
Percentage Adjustment	_____

Parking Constraints (valet, leased, reserved – list)

Number of Constrained Spaces by Type

Tables Included

- ☐ Ordinance Required and Proposed Parking
- ☐ Other (Describe)

5. Fee Paid: Y/N. Amount: _____

6. Parking adjustment request sealed by a professional engineer: Y/N

7. Submitter contact information

8. Owner contact information

9. Applicant contact information if different from submitter and owner