



Parking Tabulation Form



Site Development and Inspections Division, Fairfax County Land Development Services
12055 Government Center Parkway, Suite 535, Fairfax, VA 22035
Phone: 703-324-1720, TTY 711, www.fairfaxcounty.gov/landdevelopment

Plan Name: _____ Address: _____
Associated Site Plan/Minor Site Plan: _____
Zoning District: _____ Tax Map #: _____
Submitter's Name: _____ Phone: _____
Email Address: _____

Summary of Changes Proposed

Application Type (See Note #2)

Parking Adjustment Parking Tabulation Parking Redesignation

General Information

Does approved Rezoning/Special Exception/Special Permit apply to the site? Yes No

If Yes, case number(s): _____

Are there proffers or other development conditions that regulate site parking? Yes No

If Yes, note proffer/condition number(s): _____

Is there an approved parking adjustment or parking study applicable to the site? Yes No

If Yes, PLUS record number(s): _____

Is there a separate parking redesignation plan submitted previously? Yes No

If Yes, PLUS record number: _____

ACCESSIBLE SPACE CALCULATIONS (See Note #8)

Total parking spaces required: = _____

Total parking spaces provided: non-accessible spaces _____ + accessible spaces _____ = _____

Accessible spaces required: regular accessible spaces _____ + van accessible spaces _____ = _____

Accessible spaces provided: regular accessible spaces _____ + van accessible spaces _____ = _____

(The accessible parking space provided must be based on the total parking provided)

SUBMISSION REQUIREMENTS

1. In accordance with [§8100.7.D. \(9\)](#) of the Ordinance, parking tabulations must be submitted on forms provided by the Director of Land Development Services (Director), certified by an engineer or land surveyor authorized by the State to practice as such and must include the written consent of the property owner. For condominiums, written consent shall be provided in accordance with the provisions of [§8105](#) of the Ordinance.

2. Please check "Parking Adjustment" if this form is associated with a parking reduction request ([See ZO 6100.6](#)). Check "Parking Tabulation" if this form is used to demonstrate adequacy of parking due to a change in use or adding a new use ([See ZO 6100.1.D](#)). Check "Parking Redesignation" if this form is for any change in the number of parking spaces or layout ([See ZO 6100.2.C\(5\)](#)). A parking redesignation plan should include both the parking tabulation form and the parking layout plan.
3. The materials to be submitted to PLUS include this tabulation form and copies of the parking requirement data generated by the [parking calculator](#). Specifically, the information in the tabulation pertains to buildings with multiple uses within a single structure, or a collection of structures under common ownership, or buildings subject to reciprocal parking and ingress-egress agreements or easements. The parking calculator allows the submitter to save the calculation for each use, and it will calculate the total parking required as each use is saved. This provides a running tabulation that also includes the minimum requirements in the tiered framework.
4. In accordance with [§8100.7.D \(9\)](#) and in conformance with Article 6 of the Zoning Ordinance (Ordinance), an approved parking tabulation is required for changes in use that exceed the parking requirement associated with the previous use. Refer to [Section 6100.1B and 1D](#) of the Ordinance for guidance on the criteria and uses that determine whether a tabulation is necessary. The parking tabulation must demonstrate that the number of existing parking spaces on site meets the minimum off-street parking requirements for all uses. The parking calculator will provide the minimum parking requirement for changes in use with the Change in Use calculator. For structures with multiple tenants, input each use in the general calculator and save as previously described before entering the necessary data into the Change in Use calculator. If the Change in Use calculator is necessary, document the inputs used to determine the parking requirement and submit this information with this form.
5. The uses and parking rates must correspond to those identified in Article 6, [Table 6100.4](#), of the Zoning Ordinance, or attach documentation of the Director's determination in accordance with [§6100.3.E](#).
6. Units which are vacant must be included in the calculation. If the intended use of the vacant space is known, the required parking must be calculated. If not known, then the parking requirement must be in conformance with the zoned use of the site (office, industrial, retail, etc.).
7. The gross floor area (GFA) of each use and the total GFA for the building must match the existing approved site plan/parking tabulation or approved as-built plan or approved RUP/Non-RUP for the site.
8. The number of accessible spaces required is based on the total number of spaces provided or the minimum number of spaces required for the use or building prior to any adjustments permitted in [§6100.5](#) or [§6100.6](#), whichever is greater.

County Approval Block

ADDITIONAL NOTES (if any)

PARKING TABULATION (use additional sheets if necessary)

Check if use revised	Address and Tenant / Business	List each floor (include basement)	Suite #	Use (See notes 3, 5, & 6)	Check if use permitted by		Gross floor area (SF) (See note 7)	# of Seats	# of Units or Rooms	# of Employees	# Students	Other	Applicable parking rate	Total parking spaces required for this use
					Special Permit	Special Exception								
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
	Total													

SUBMITTER CERTIFICATION: Certification by signature and seal means that the submitter has performed an onsite inspection of the property to confirm that the number of parking spaces to be provided are available on the site; that the spaces meet the required dimensions and are useable (not occupied or blocked by dumpsters, storage trailers, cart corrals, etc.); that all uses on the site have been included in the tabulation with the correct use types; that the requisite number of accessible spaces, including signage and dimensions, for compliance with USBC are provided; that the number of parking spaces is in conformance with the associated rezoning, special exception, special permit, variance or parking reduction, if specifically required; and that the Parking Plan provided matches the actual onsite conditions of the site. An Architect submitting a Parking Tabulation Form signs and seals the form with the acknowledgement that the form has been "Prepared in Accordance with § 54.1-401 of the Code of Virginia;"

Engineer's/Surveyor's/Architect's Name: _____
 Signature: _____ Date: _____
 Property Owner or Landlord concurrence with tabulation: Name: _____
 Signature: _____ Date: _____
 Condo Association concurrence with tabulation (If Applicable) Name: _____
 Signature: _____ Date: _____

