

# Parking Tabulation Form

Plan Name \_\_\_\_\_

Submitter's Name \_\_\_\_\_

Site Plan # \_\_\_\_\_

Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Zoning District \_\_\_\_\_ Rezoning Case/Special Exception/Special Permit # \_\_\_\_\_

PTC Rate:  <1/8 mi.  1/8-1/4 mi.  >1/4-1/2 mi.  Non TOD  NA

Proffers:  Yes  No Conditions:  Yes  No Use Prohibitions & Limitations (See note 3)  Yes  No

TSA Rate:  <1/4 mi.  ≥1/4 mi.  NA

Parking Reduction:  Yes  No Parking Reduction # \_\_\_\_\_

Type:  Shared  Mass Transit  General  TDM  CRD

Grandfathered Restaurant Uses:  Yes  No

**APPROVED FOR PARKING ONLY**

PLAN No. \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

County Reviewer

**THIS APPROVAL IS NOT A COMMITMENT TO APPROVE ANY  
BUILDING PERMITS OR SITE PLANS**

REDESIGNATION PLAN ATTACHED:  Yes  No

TOTAL GROSS FLOOR AREA \_\_\_\_\_ (SF)

TOTAL PARKING SPACES REQUIRED FOR ENTIRE SITE PLAN (NON-ACCESSIBLE + ACCESSIBLE SPACES) = \_\_\_\_\_

ACCESSIBLE SPACES REQUIRED: ( \_\_\_\_\_ REGULAR ACCESSIBLE SPACES + \_\_\_\_\_ VAN ACCESSIBLE SPACES) = \_\_\_\_\_

ACCESSIBLE SPACES PROVIDED: ( \_\_\_\_\_ REGULAR ACCESSIBLE SPACES + \_\_\_\_\_ VAN ACCESSIBLE SPACES) = \_\_\_\_\_

TOTAL PARKING SPACES PROVIDED (NON-ACCESSIBLE SPACES PROVIDED + ACCESSIBLE SPACES PROVIDED) = \_\_\_\_\_

**APPLICANT CERTIFICATION**

Certification by signature and seal is taken to mean that the Applicant has performed an onsite inspection of the property to confirm that the number of parking spaces shown as being provided is actually available on the site; that the spaces meet the required dimensions and are useable (not occupied or blocked by dumpsters, air conditioners, incinerators, 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, 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; 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 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner or Landlord concurrence with tabulation:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Condominium Association concurrence with tabulation (If Applicable):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Parking Tabulation Form

Plan Name \_\_\_\_\_ Site Plan #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Check if		ADDRESS and Tenant / Business	LIST EACH FLOOR (include basement)	SUITE #	USE (See notes 5 & 6)	Check if use permitted by		GROSS FLOOR AREA (SF)	NET FLOOR AREA (SF)	# SEATS AND/OR STOOLS	# COMPANY VEHICLES	# SERVICE BAYS	# OF EMPLOYEES	# STUDENTS	OTHER	PARKING RATE REQUIRED PER CODE (See note 7)	TOTAL PARKING SPACES REQUIRED FOR THIS USE
USE IS REVISED	PARKING IS GRANDFATHERED					SPECIAL PERMIT	SPECIAL EXCEPTION										

TOTAL GROSS FLOOR AREA THIS SHEET \_\_\_\_\_ TOTAL PARKING SPACES REQUIRED FOR LAND USES ON THIS SHEET \_\_\_\_\_

# Parking Tabulation Form

Plan Name \_\_\_\_\_ Site Plan #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Check if		ADDRESS and TENANT / BUSINESS	LIST EACH FLOOR (include basement)	SUITE #	USE (See notes 5 & 6)	Check if use permitted by		GROSS FLOOR AREA (SF)	NET FLOOR AREA (SF)	# SEATS AND/OR STOOLS	# COMPANY VEHICLES	# SERVICE BAYS	# OF EMPLOYEES	# STUDENTS	OTHER	PARKING RATE REQUIRED PER CODE (See note 7)	TOTAL PARKING SPACES REQUIRED FOR THIS USE	
USE IS REVISED	PARKING IS GRNDFATHERED					SPECIAL PERMIT	SPECIAL EXCEPTION											

TOTAL GROSS FLOOR AREA THIS SHEET \_\_\_\_\_ TOTAL PARKING SPACES REQUIRED FOR LAND USES ON THIS SHEET \_\_\_\_\_

# Parking Tabulation Form

Plan Name: \_\_\_\_\_ Site Plan #: \_\_\_\_\_ Tax Map # \_\_\_\_\_

## RESTAURANT & RESTAURANT W/DRIVE-THROUGH WORK SHEET

1. ADDRESS AND TENANT / BUSINESS \_\_\_\_\_

2. GROSS FLOOR AREA (GFA) \_\_\_\_\_ (SF)

3. NUMBER OF OUTDOOR SEATS \_\_\_\_\_

(a) If the GFA is < 5,000 SF and more than 20 outdoor seats are proposed, determine the SF of the outdoor seating area for the number of seats in excess of 20 and enter it on line 4.

(b) If the GFA is  $\geq$  5,000 SF and more than 32 outdoor seats are proposed, determine the SF of the outdoor seating area for the number of seats in excess of 32 and enter it on line 4.

4. OUTSIDE SEATING AREA REQUIRED TO BE PARKED \_\_\_\_\_ (SF)

5. DRIVE THROUGH?       Yes     No

6. SHOPPING CENTER?     Yes     No      SIZE:      $\leq$  100,000 SF (4.3 spaces/1,000 SF)     > 100,000 -  $\leq$  400,000 SF (4.0 spaces/1,000 SF)  
 > 400,000 - < 1,000,000 SF (4.8 spaces/1,000 SF)      $\geq$  1,000,000 SF (4.0 spaces/1,000 SF)

7. PARKING RATE

(a) If the restaurant or restaurant w/drive-through is located in a shopping center and the GFA (line #2) is  $\leq$  5,000 SF, use the shopping center rate.

(b) If the restaurant or restaurant w/drive-through is not located in a shopping center or the GFA (line #2) is > 5,000 SF, use one of the following rates:

Restaurant GFA < 5,000 SF (10 spaces/1,000 SF)     Restaurant GFA  $\geq$  5,000 SF (11 spaces/1,000 SF)     Restaurant w/drive-through (12 spaces/1,000 SF)

8. PARKING REQUIRED

	Rate	
GFA	x	= _____ spaces
Outdoor Seating Area (line #4)	x	= _____ spaces
	Total	_____ spaces

9. PARKING GRANDFATHERED  Yes     No    Required parking shown on prior Parking Tabulation \_\_\_\_\_ spaces

## Parking Tabulation Form

### Notes:

1. In accordance with § 17-104.8 of the Zoning Ordinance, an approved parking tabulation is required for accessory service uses and changes in use to a use which has a greater parking requirement than the previous use. The parking tabulation must demonstrate that the number of existing parking spaces on site meets the minimum off-street parking requirements for all uses.
2. In accordance with § 17-104.8 of the Zoning Ordinance, parking tabulations must be submitted on forms provided by the Director of LDS, 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 Sect. 2-518 of the Zoning Ordinance. Architects may prepare and certify parking tabulations if the work is incidental to what may be properly considered an architectural undertaking. The architect must include the following certification with his signature and seal: "Prepared in Accordance with § 54.1-401 of the Code of Virginia."
3. Attach proffered Rezoning/Special Exception/Special Permit prohibitions or limitations on allowable uses.
4. Attach a copy of any approved parking reduction. Reductions for non-residential uses in the Richmond Highway Community Revitalization District (CRD) may be approved with the parking tabulation.
5. In a building where one floor has more than one use (personal services, general office & retail), use a separate line for each use. The uses and parking rates must correspond to those identified in Article 11 of the Zoning Ordinance, or attach documentation of the Zoning Administration's determination in accordance with § 11-102.19.
6. Units which are vacant must be included. The intended use must be indicated and parking requirements allocated.
7. Include all of the information needed to determine the parking requirement. For example, where the amount of parking is based on the number of employees and/or company vehicles in addition to the gross floor area, the number of employees and/or company vehicles must be provided.
8. The developer should make an initial parking assignment for each unit on the site plan. If a developer, condominium association or landlord wishes to make changes to the assigned number of spaces after final site plan bond release, a minor site plan for reallocation of parking will be required. This form when properly completed and certified, is intended to be such a minor site plan.
9. New parking rates and definitions for restaurants (formerly eating establishments or fast food restaurants) were effective January 24, 2018. All parking tabulations must use the new nomenclature. Existing uses, special exceptions, rezonings and parking reductions approved prior to the effective date are grandfathered if application of the new parking rates would result in the requirement for additional parking. Certain plans in process were also grandfathered subject to due diligence requirements. See the grandfathering provisions included with the discussion of restaurant parking requirements on the Land Development Services (LDS) web page for Off-Street Parking. Use the Restaurant Work Sheet to determine the parking requirement for restaurants and transfer that requirement to the Parking Tabulation Form indicating which restaurants are using the grandfathered rates. Attach the Restaurant Work Sheet(s) to the parking Tabulation.
10. In the PTC district and TSAs, parking requirements for multi-family developments are based on the number of bedrooms in each unit. Use a separate line on the form for the number of units that have 0-1 bedroom, 2 bedrooms, and 3 or more bedrooms.
11. 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.

**Submit to:** Land Development Services  
Site Applications Center  
12055 Government Center Parkway  
Fairfax, VA 22035-5503

**Number of Copies Required:** One (1) original with seal, signature and date, plus four (4) copies