



## PARKING REDESIGNATION REVIEW CHECKLIST

**Project Name:** \_\_\_\_\_ **Tax Map #:** \_\_\_\_\_  
**Original Site Plan Number:** \_\_\_\_\_ **Magisterial District:** \_\_\_\_\_  
**Submitting Firm & Address:** \_\_\_\_\_  
**Project Coordinator:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Use the 2-step checklist below for any proposal to redesignate parking space delineations which changes the existing parking space size, configuration or number of spaces.

**REDESIGNATION – STEP #1: Submit Proposed Parking Plan.** Include fee for parking redesignation study.

LINE	CODE SECTION	REQUIREMENTS	SHEET	OK	NO	N/A	FFX
1	Par. 12 of ZO 11-102	Proposed Parking Plan, certified (signed, sealed and dated) by an engineer or land surveyor, showing:					
2	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>Architects submitting a parking plan shall add the certification: "This plan has been prepared in accordance with Section 54.1-401 of the Virginia State Code."</li> </ul>					
3	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>the number and location of off-street parking spaces with the size, and angle of the stalls</li> </ul>					
4	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>the location of related driveways and entrances</li> </ul>					
5	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>the location of all loading and stacking spaces</li> </ul>					
6	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>the location of walkways</li> </ul>					
7	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>the type of surface material</li> </ul>					
8	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>the width of the travel aisles</li> </ul>					
9	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>the general location of all ingress/egress points to the parking facilities</li> </ul>					
10	Part 1 USBC Ch.11	<ul style="list-style-type: none"> <li>all building entrances with the main entrance identified</li> </ul>					
11	PFM 9-0202.2	<ul style="list-style-type: none"> <li>emergency vehicle access within 100' of main entrance</li> </ul>					
12	PFM 9-0202.2	<ul style="list-style-type: none"> <li>the location of existing fire lanes</li> </ul>					
13	PFM 9-0202.2	If applicable, approval of plan's fire emergency components by the Fire Marshal					
14	ZO §§ 11-102 (12), 11-103, -104, -105 and -106	Parking Tabulation Form, uncertified (no seal), with the number of spaces proposed and the number of spaces required					
15		Copies of any proffers, development conditions or parking redesignation agreements associated with the property					

**REDESIGNATION – STEP #2: Submit Certified Tabulation.** Include fee for parking tabulation.

LINE	CODE SECTION	REQUIREMENTS	SHEET	OK	NO	N/A	FFX
16	Par. 12 of ZO 11-102	Parking Plan as approved in Step #1 with					
17	Par. 12 of ZO 11-102	<ul style="list-style-type: none"> <li>a copy of approval letter to the Applicant from Step #1</li> </ul>					
18	ZO §§ 11-102 (12), 11-103, -104, -105 and -106	Parking Tabulation Form, certified and in substantial conformance with the approved parking plan					

Use this portion of the checklist for proposals to redesignate the number of off-street parking spaces required for existing uses located in the Tysons Corner Urban Center, but not in the PTC District, when the owner(s) voluntarily reduces the number of spaces between what is currently approved for the site and the applicable minimum parking rate specified for the PTC District.

**TYSONS RATE REDESIGNATION (i.e., Opt-in) – TYSONS CORNER PTC DISTRICT PARKING RATES.**

This request is submitted in conjunction with a site plan, a minor site plan, a parking tabulation or a 2-step parking redesignation. No separate fee required.

LINE	CODE SECTION	REQUIREMENTS	SHEET	OK	NO	N/A	FFX
19	Par. 1 of ZO 6-509	Parking Plan (see lines 1-15) that also includes:					
20	Par. 12 of ZO 11-102	Parking Tabulation Form, certified and in substantial conformance, when a previously approved parking plan is submitted					
21	Par. 12 of ZO 11-102	Architects submitting a parking plan shall add the certification: “This plan has been prepared in accordance with Section 54.1-401 of the Virginia State Code.”					
22	Par. 1 of ZO 6-509	Request letter that includes, at a minimum:					
23	Par. 1 of ZO 6-509	<ul style="list-style-type: none"> <li>a statement regarding how the proposed number of loading spaces is adequate to serve the proposed uses</li> </ul>					
24	Par. 1 of ZO 6-509	<ul style="list-style-type: none"> <li>if applicable, a justification of shared parking arrangements among uses when a reduction from the minimum parking requirements is proposed</li> </ul>					
25	Par. 1 of ZO 6-509	<ul style="list-style-type: none"> <li>if applicable, a description of any planned valet parking, tandem parking and/or shuttle service arrangements that will be implemented and how such spaces and shuttles will be managed</li> </ul>					
26	Par. 1 of ZO 6-509	<ul style="list-style-type: none"> <li>a statement regarding how the proposed number of parking spaces addresses the goals of the Tysons Corner Urban Center, particularly with regards to achievement of the TDM goals of the Comprehensive Plan</li> </ul>					
27	Par. 1 of ZO 6-509	<ul style="list-style-type: none"> <li>information set forth above is provided for phased development proposals</li> </ul>					
29	Par. 1 of ZO 6-509	<ul style="list-style-type: none"> <li>the distance between the site and a Metro Station Entrance (see the <a href="#">Tysons Interactive Portal Map</a>)</li> </ul>					
30	Par. 1 of ZO 6-509	Parking approved by the Board pursuant to such a parking plan may be provided on the lot that contains the use for which the parking is accessory or on a different lot from such use. The applicant shall submit evidence that the right to use or develop such parking has been granted by off-site owner(s) to ensure the permanent availability of such spaces.					
31	Par. 1 of ZO 11-101	This voluntary parking reduction is not an option if the currently approved number of parking spaces on the site is specified by a special permit, special exception or proffered condition.					