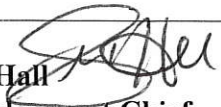
	DEPARTMENT OF DEVELOPMENT SERVICES LAND DEVELOPMENT DIVISION POLICIES AND PROCEDURES	Effective Date: September 1, 2017
		Supersedes Policy Dated: N/A
	17.4 – Parking	Issued by:  Steven B. Hall Land Development Chief

Purpose

The Department of Development Services Land Development Division is responsible for ensuring required off-street parking spaces are adequately provided for any type of development. As tenants occupy a newly constructed building or as changes in use occur in an existing building, the County is required to determine whether the proposed use increases the number of required parking spaces above the number that currently exists, and if so, then to verify that the off-street parking required by the DCSM is available for principal, ancillary, and secondary uses of the property.

The policy details the process for determining the requirement to submit a parking tabulation and provides three options for the County to verify compliance with its parking requirements when an owner or a tenant is seeking zoning approval or a certificate of occupancy.


STEP ONE: DETERMINATION OF WHETHER THE PROPOSED USE INCREASES THE NUMBER OF REQUIRED PARKING SPACES ABOVE THE NUMBER THAT CURRENTLY EXISTS

If the Proposed Use does **not** increase the number of required parking spaces above what currently exists, the applicant is not required to submit anything regarding parking.

Staff will need to verify the parameters of the proposed Use in order to make this initial determination. For example, a new restaurant may take over the space previously occupied by a restaurant; however, the new restaurant is adding outdoor seating, thereby increasing the parking requirement. In this case, staff will require proof of adequate parking, which may be made by any one of the three methods below (in Step Two).

STEP TWO: IF REQUIRED BY STEP ONE, PROVIDE PROOF OF ADEQUATE PARKING

- a. **Option #1: Self-certification.** The building owner, condo association or authorized agent for the building owner/condo association (“**Responsible Party**”) may complete the County’s “self-certification” form, in which the Responsible Party certifies that, pursuant to the applicable provisions of the Zoning Ordinance and the Design and Construction Standards Manual, there is adequate parking for the proposed use. This transaction will be handled as a counter transaction (same day service). Requisite fees in accordance with the most recently adopted County Fee Schedule shall apply.

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- b. **Option #2: Applicant Developed Parking Tabulation.** Any Responsible Party or the tenant, or an agent for the Responsible Party or tenant, shall submit a parking tabulation setting forth all the existing uses, the proposed use, the required number of parking spaces for each such use pursuant to the Zoning Ordinance and DCSM, and the total number of parking spaces provided. The County will review the parking tabulation within 2 to 3 business days of receiving the application. Requisite fees in accordance with the most recently adopted County Fee Schedule shall apply.
- c. **Option #3: County Developed Parking Tabulation.** The County will prepare the parking tabulation within 7 to 10 business days of receiving the application. Requisite fees in accordance with the most recently adopted County Fee Schedule shall apply.