

NON-RESIDENTIAL PARKING WORKSHEET

Mount Vernon Municipal Code Chapter 17.84, “Parking and Loading,” outlines the number of parking spaces that are required on a site and how the parking spaces and drive lanes are to be configured. Completion of this worksheet will assist in designing parking areas and assessing code compliance.

1. Using **Tables 1 and 2**, locate the proposed type of use. If the type of use is found in **Table 1**, use **Figure A** for calculating required parking. If the type of use is in **Table 2**, use **Figure B** for calculations. If the type of use is not listed on either table, the Community & Economic Development Department (CEDD) will make a determination.
2. If you are using **Figure A**, list the type of use in column 1 and the net square footage* of each use in column 2.
3. If using **Figure A**, list the square footage requirement for each use from Table 1, below, in column 3:

TABLE 1:

Type of Use	# of Parking Spaces based on Square Footage
Banks, businesses, and professional offices	One parking space for each 300 square feet of net floor area of the building.
Dance halls, places of assembly, exhibition halls without fixed seats	One parking space for each 75 square feet of net floor area of the building.
Drive-in restaurants, ice cream or soft-drink refreshment establishments, or similar drive-in uses which service auto-borne customers outside of the building	One parking space for each 15 square feet of net floor area.
Food stores, markets, and shopping centers having less than 5,000 square feet of gross floor area, exclusive of basements	One parking space for each 300 square feet of net leasable floor area of the building.
Food stores, markets, and shopping centers having more than 5,000 square feet of gross floor area, exclusive of basement	One parking space for each 200 square feet of net leasable floor area of the building.
Medical and dental clinics and offices	One parking space for each 250 square feet of net floor area.
Other retail establishments, such as furniture, appliance, hardware stores, household equipment service shops, clothing or shoe repair or service shops	One parking space for each 400 square feet of net floor area of the building, providing that each must have at least four parking spaces.
Public and private vocational and technical schools	One parking space for each 450 square feet of net floor area.

Libraries and museums	One parking space per 250 square feet of net floor area.
Offices	One parking space for each 300 square feet of net floor area.
Meeting halls, courtrooms, and council chambers	One parking space for each 100 square feet of net floor area.
Restaurants, ice cream or soft drink establishments, or similar uses which service auto-borne customers, both within the building and outside the building	One parking space for each 100 square feet of net floor area.
Skating rinks, health spas, and other commercial recreation places	One parking space for each 100 square feet of net floor area of the building.

Divide column 2 by column 3 and place the answer in column 4. Do not round up. This is the number of required parking spaces for each of the proposed uses.

Figure A:

Column #1	Column #2	Column #3	Column #4
Type of Use from Table 1:	Square Footage of Use Listed in Column #1:	Square Footage Requirement Found In Parking Code (Table 1)	Divide Column #2 by Column #3. This is the Number of Parking Spaces Required For This Use

* Net floor area is the main area of the building excluding accessory areas such as restrooms, stairs, air shafts, wall thickness, corridors, and mechanical rooms.

- If the use is found in **Table 2**, list the type of each use in column 1 of **Figure B**.
- To complete Column 2 of **Figure B**, list how the parking requirement is calculated, i.e., number of teaching stations, number of employees, occupancy, etc.
- In Column 3 of **Figure B**, calculate the number of required parking spaces. Do not round up.
- Determine the number of ADA accessible parking stalls that are required by taking the total number of proposed parking stalls and look at Table 3. List the required number of ADA accessible stalls below:

Number of ADA accessible stalls
 required: _____
 Number of ADA accessible stalls
 provided: _____

9. Evaluate the dimensional and signage standards for ADA accessible stalls outlined below Table 3. Does the proposed project meet all of the requirements?

Yes or No

10. If the site plan does not comply with the dimensional requirements outlined for ADA accessible parking spaces, explain the deviations below.

TABLE 2:

Type of Use	Parking Requirement
Bowling alleys	Five parking spaces for each alley.
Elementary and middle schools	Three parking spaces for each two teaching stations, plus adequate visitor parking.
High schools	One parking space for each employee, plus one parking space for each eight students
School auditoriums, stadiums and sports arenas	Subject to review by the Hearing Examiner and approval of the city council.
Colleges and universities	Subject to review by the Hearing Examiner and approval of the city council
Nursery schools and day care centers	One parking space for each employee plus loading and unloading areas.
Emergency shelter for the homeless	One parking space should be provided for every 10 residents and one parking space for each staff position on duty.
Hospitals, sanitariums, convalescent homes, nursing homes	One parking space for each five beds, plus one for each regular employee on the maximum shift.
Hotels, motels	One parking space for each room or suite.
Manufacturing uses, including research and testing, laboratories, creameries, soft-drink bottling establishments, bakeries, canneries, printing and engraving shops	One for each one and one-half employees, with a minimum of two spaces.

Outdoor sports areas without fixed seats	Subject to review by the Hearing Examiner and approval of the city council.
Parks	As determined by the Community & Economic Development Director and/or Hearing Examiner on an individual basis.
Service shops	One parking space for each employee, plus one for each piece of vehicular equipment.
Rooming houses and lodging houses	One parking space for each occupant.
Stadiums, sports arenas, auditoriums and other places of assembly with fixed seats	One parking space for each four seats.
Theaters	One parking space for each four fixed theater seats.
Wholesale stores, warehouses and storage buildings, motor vehicle or machinery sales	One parking space for each one and one-half employees, with a minimum of two spaces plus adequate spaces for customer parking.
Churches, mortuaries, funeral homes	One parking space for each five seats in the chapel or nave.

Figure B:

Column #1	Column #2	Column #3
Type of Use From Table 2:	Parking Requirement Calculated By:	Number of Required Parking Spaces Found In Parking Code (Table 2)

Table 3: Number of ADA Accessible Parking Spaces

Total Parking Spaces in Lot or Garage	Minimum Required Number of Accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9

501-1,000	2% of total spaces
Over 1,000	20 spaces plus 1 space for every 100 spaces or fraction thereof, over 1000

ADA Accessible Parking Requirements:

- Where a parking facility is not an accessory to a particular building, ADA accessible parking spaces shall be located on the shortest accessible route to an accessible pedestrian entrance to the parking facility.
- Parking spaces shall be not less than 96 inches (8 feet) in width and shall have an adjacent access aisle not less than 60 inches (5 feet) in width. Van-accessible parking spaces shall have an adjacent access aisle not less than 96 (8 feet) inches in width.
- Where two adjacent spaces are provided, the access aisle may be shared between the two spaces. Boundaries of access aisles shall be marked so that the aisles will not be used as parking space.
- Where accessible parking spaces are required for vans, the vertical clearance shall be not less than 114 inches (9 feet 6 inches) at the parking space and along at least one vehicle access route to such spaces from site entrances and exits.
- Accessible parking spaces and access aisles shall be located on a surface with a slope not to exceed one vertical in 48 horizontal.
- Parking spaces and access aisles shall be firm, stable, smooth and slip-resistant.
- Every parking space required by this section shall be identified by a sign, centered between three and five feet above the parking surface, at the head of the parking space. The sign shall include the international symbol of access and the phrase "state disabled parking permit required."
- Van accessible parking spaces shall have an additional sign mounted below the international symbol of access identifying the spaces as "van accessible."
- Exception: Where all of the accessible parking spaces comply with the standards for van accessible parking spaces.

11. List the total number of parking spaces for the proposed use by adding up Column #3 in both Figure A and Figure B and list below:

Required Parking Spaces: _____

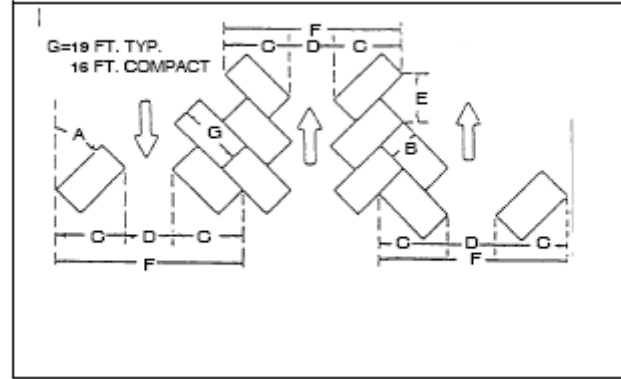
12. A maximum of twenty-five percent (25%) of the parking spaces listed in #11, above, can be compact parking spaces. List the number of proposed compact parking spaces below:

Number of Compact Spaces: _____

13. Review the dimensional parking space requirements shown below. Will all of the requirements be met?

Yes or No

Parking Area Dimensions							
A	B	C	D		E	F	
Parking Angle	Stall Width	Stall Depth	Aisle Width		Curb Length per Car	Unit Width	
			1-Way Traffic	2-Way Traffic		1-Way Traffic	2-Way Traffic
0°	8.0* 8.5	8.0* 8.5	12.0	20.0	20.0* 23.0	28.0** 29.0	36.0* 37.0
30°	8.0* 9.0	14.9* 17.3	11.0	20.0	16.0* 18.0	40.9** 45.6	49.9** 54.6
45°	8.0* 9.0	17.0* 19.8	12.0	20.0	11.3* 12.7	46.4** 51.6	53.9** 59.6
60°	8.0* 9.0	17.9* 21.0	17.0	20.0	9.2* 10.4	53.2** 59.0	55.7** 62.0
90°	8.0* 9.0	16.0* 19.0	23.0	24.0	8.0* 9.0	56.0* 61.0	57.0** 62.0



* For use with compact cars only.
 ** Any bays which contain combined compact and normal spaces.
 Allowable compact spaces = 25 percent.
 Required accessible spaces = per IBC Section 1106.

14. If the site plan does not comply with the dimensional requirements, explain the deviations in detail, attach another sheet for you explanation if necessary:

15. Does the proposed building require deliveries to it or shipments from it?

Yes or No

16. If deliveries/shipments are required loading space of adequate size must be provided. Such space must accommodate the maximum number and size of vehicles simultaneously loaded or unloaded in connection with the business conducted in the building. No parking of a truck or van using the loading space may project into a public street.

17. Off-street parking area entrances or exits may not be located closer than 20 feet to an intersection of a public street or pedestrian crosswalk, unless special approval is obtained from the city engineer. Does the proposed project meet this requirement?

Yes or No

18. Each off-street parking space shall be accessible from a street or alley. The circulation pattern of the parking lot shall be designed so that no maneuvering needs to take place on a city street (alleys may be used provided that safety considerations are met). No off-street parking facility for four or more spaces shall be designed so that vehicles must back across a sidewalk in order to gain access to a street or alley. Where an off-street parking facility does not abut a public or private street, alley or access easement, there shall be provided an access drive not less than 24 feet in width for two-way traffic, or where separated, one-way access drives are proposed, each shall not be less than 12 feet in width. In addition, the requirements of RCW 27.69.080 concerning fire lanes shall also be met. Does the proposed project meet these requirements?

Yes or No

19. The off-street parking area, aisles and access drives shall be paved so as to provide a durable, dust-free surface and shall be so graded and drained as to dispose of surface water without damage to private or public properties, streets or alleys. Does the proposed project meet these requirements?

Yes or No

20. All off-street parking shall be located on the premises except for the districts specified herein. Property zoned C-1 may have the required off-street parking spaces within 1,000 feet of a main entrance of the building, measured along a normal pedestrian route. Property zoned P, H-D, R-O, C-2, C-3, C-4, M-1 and M-2 may have the required off-street parking spaces within 300 feet of a building entrance, measured along a normal pedestrian route. Does the proposed project meet these requirements?

Yes or No

By affixing your signature below you are declaring that your answers on the preceding pages are true and accurate. Untrue or incomplete information provided by an applicant on this form will delay the processing of the permits sought.

Applicant or Applicant's Representative (engineer, architect, etc.) Signature