

## FLUVANNA COUNTY, VIRGINIA

# OFF-STREET PARKING/LOADING CHECKLIST Developed from Fluvanna County Zoning Ordinance August 2012

If required as part of the site development plan, this checklist must be completed and submitted at the time the final site development plan is submitted. Any site development plan submitted for final review not accompanied by the completed checklists will be promptly returned to the submitter.

Project Name:		County Staff Only		
Tax Map(s) and Pare	cel Number(s):	Staff:		
Individual and Firm	Completing Checklist:	Date Received:		
_	Completing Checklist:	Date Reviewed:Additional Notes:		
Off-Street Parking 8	Loading Spaces Required [Sec. 22-26-2]			
and orderly condition owner or operator	and loading spaces shall be maintained in a clean, litter-free, serviceable, on, and shall continue as long as the main use of the site is continued. No of any structure affected by this section shall discontinue, change, or distired parking and loading areas without prior approval by the Zoning Admin-			
	off-street parking space or loading space shall be used for the sale, repair, icing of any vehicle, equipment, materials, or supplies, or obstructed in any			
	s non-conforming as to the required off-street parking and loading spaces is I off-street parking and loading spaces shall be required only on the basis of			
<ul> <li>No Certificate of O ments of this sectio</li> </ul>	occupancy for a new or changed use shall be granted unless the requirence n are met.			

## Location of Off-Street Parking [Sec. 22-26-3]

The off-street parking facilities required by this section shall generally be located on the same lot or parcel of land that they are intended to serve.
Off-Site Parking: The Zoning Administrator may approve off-street parking on property that is located within six-hundred feet (600') of the development site. Before such approval is granted, a written agreement assuring the retention of property for parking use shall be properly drawn and executed by the parties, approved as to form by the County Attorney, recorded with the County Clerk, and filed with the Zoning Administrator.
Shared Parking: The joint use of off-street parking between two (2) or more buildings or developments, or uses by two (2) or more owners or operators is permitted. In that case, the total number of parking spaces when combined or used together shall not be less than the sum of the requirements for the several individual uses computed separately, unless it can be demonstrated that, because of the nature of the uses, the parking spaces will be in use at substantially different times of day. Before such approval is granted, a written agreement assuring the retention of property for parking use shall be properly drawn and executed by the parties, approved as to form by the County Attorney, recorded with the County Clerk, and filed with the Zoning Administrator.
Use of Public Parking Lots: Where a parking lot is owned by Fluvanna County or another public body, and its spaces are open for use by the general public, said spaces may be used to meet the on-site parking requirement, provided that the parking lot is within six-hundred feet (600') of the development site.
Use of On-Street Parking Spaces: With the approval of the Zoning Administrator, on-street parking spaces located within one-hundred fifty feet (150') of the designated use may count towards the minimum off-street parking requirements. On-street parking spaces may be located on any private street or, with the approval of the Virginia Department of Transportation (VDOT), any public street. Each off-street parking space shall be on a paved area abutting the travelway.
Relegated Parking: To the greatest extent possible, parking areas shall not be located between the adjacent public right-of-way and the principal structure(s) on the site.

# **Staff Review Only** Off-Street Parking Plan (Continued)

### Parking Space Standards [Sec. 22-26-4]

□ Parking Dimensional Standards: Parking spaces and aisles shall conform to the dimensions listed in the table below.

Minimum Parking Space and Aisle Dimensions						
Angle	Туре	Width	Stall Depth	One-Way Aisle Width	Two-Way Aisle Width	
0° (Parallel)	Standard	9 ft.	20.5 ft.	13 ft.	24 ft.	
	Compact	7.5 ft.	18.5 ft.	12 ft.	24 ft.	
30°	Standard	9 ft.	17 ft.	13 ft.	N/A	
	Compact	8 ft.	14 ft.	12 ft.	N/A	
45°	Standard	9 ft.	18 ft.	13 ft.	N/A	
	Compact	8 ft.	16 ft.	12 ft.	N/A	
60°	Standard	9 ft.	18 ft.	16 ft.	N/A	
	Compact	8 ft.	16.5 ft.	15 ft.	N/A	
90°	Standard	9 ft.	18 ft.	N/A	24 ft.	
(Perpendicular)	Standard	10 ft.	18 ft.	N/A	20 ft.	
	Compact	8 ft.	17 ft.	N/A	22 ft.	

□ Reduction of Stall Depth: The minimum stall depth for perpendicular parking spaces may be reduced by up to two feet (2'), if the parking spaces are adjacent to planting strips or other landscaping features that allow for an unobstructed overhang equivalent to the reduction.

### Compact Car Parking

- □ Parking areas containing thirty (30) or more spaces may designate up to twenty percent (20%) of the minimum required parking spaces as compact car spaces.
- □ All compact car spaces shall conform to the dimensions listed in Table 1.
- ☐ Compact car parking spaces shall be located in one (1) or more continuous areas and shall not be intermixed with spaces designed for full--size vehicles.

Off-Stree	 .gui	. (55.70	

	Compact car parking spaces shall be clearly designated by pavement markings and/or appropriate signage.	Staff Review Only Off-Street Parking Plan (Continued)
Ve	hicular Access Roads	
	Two-Way Access Roads: When not adjacent to parking spaces, the width of two-way access roads shall be twenty-four feet (24').	
	One-Way Access Roads: One-way access roads are permitted, provided that the circulation pattern is contained within the site or sites shown on the site plan and public roadways are not incorporated as part of the circulation pattern. When not adjacent to parking spaces, the minimum travelway width for one-way access roads shall be twelve feet (12').	
<u>Ha</u>	ndicapped Parking	
	Handicapped parking spaces shall have a minimum width of eight feet (8'), with an adjacent five-foot (5') access aisle to be provided on one (1) side of the handicapped space.	
	Handicapped parking spaces shall have a minimum length of eighteen feet (18').	
	In any parking lot of more than five (5) spaces, there shall be at least two (2) designated and properly signed as a handicapped space.	
	In parking lots having more than five (5) spaces, there shall be at least one (1) handicapped space per twenty-five (25) spaces in addition in to the two (2) handicapped spaces required above.	
	Handicapped parking spaces shall be situated so as to provide direct, unobstructed access to buildings by the shortest practical routing.	
<u>La</u>	ndscaping	
	Parking lots consisting of five (5) or more spaces are required to be landscaped, as specified in Article 22-24: Landscaping and Tree Protection.	
Lic	<u>hting</u>	
	Parking lots consisting of five (5) or more spaces are required to have outdoor lighting meeting county requirements, as specified in Article 22-25: Outdoor Lighting Control.	

<u>De</u>	sign Objectives	Staff Review Only
Pa	rking areas and vehicular circulation areas shall be designed to achieve the following objectives:	Off-Street Parking Plan (Continued)
	To minimize on-site and off-site traffic hazards in order to provide safe and convenient access to the traveling public and to pedestrians.	
	To reduce or prevent congestion on public streets.	
	To facilitate unimpeded flow of on-site traffic in circulation patterns readily recognizable and predictable to motorists, bicyclists, and pedestrians.	
	To facilitate the provision of emergency services.	
	To minimize the negative impacts of stormwater runoff on local water quality.	
	To minimize the disturbance of existing vegetation.	
Sig	<u>nage</u>	
	Parking lots consisting of five (5) or more spaces are required to have signage, as specified in Article 22-15: Sign Regulations.	
Inte	erconnectivity	
	When possible, parking facilities shall be designed to connect with other parking facilities on adjacent parcels, eliminating the need to use abutting streets for cross-movements.	
	Pedestrian facilities required shall connect with existing sidewalks within or adjacent to the site, if topography and other environmental conditions allow.	
Inte	<u>ersections</u>	
	Intersections of vehicular access aisles and public streets shall have an approach angle not exceeding four percent (4%) for a distance of not less than forty feet (40') measured from the edge of the travelway of the public road intersected.	
	Entrances to parking areas from public or private driveways shall be designed and constructed in accordance with Virginia Department of Transportation (VDOT) standards.	
	The centerline of any access point shall be set back from the street line of any intersecting street at least fifty feet (50') or ½ the lot frontage, whichever is greater, except that no required setback shall exceed two-hundred feet (200').	

	The centerlines of any separate access points shall be spaced at least seventy-five feet (75') apart.	Staff Review Only Off-Street Parking Plan (Continued)
<u>Gra</u>	ades	
	Grades of access aisles not abutting parking spaces shall not exceed ten (10) percent.	
	Grades of parking spaces, loading spaces, and access aisles abutting parking or loading spaces shall not exceed seven (7) percent and cross slope grades shall not exceed four (4) percent.	
<u>Dra</u>	ainage	
	All off-street parking and loading facilities shall be drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys.	
	The use of low-impact development (LID) techniques to control stormwater runoff generated by parking areas is encouraged. Examples of LID techniques include, but are not limited to, the use of permeable paving materials, rain gardens, bioswales, infiltration trenches, and tree box filters designed to capture stormwater and facilitate on-site infiltration.	
Pe	destrian Facilities	
	Sidewalks, pedestrian crosswalks, and other pedestrian facilities shall be provided within all parking facilities for five (5) or more vehicles.	
	Sidewalks shall be located and aligned to directly and continuously connect points of pedestrian origin and destination, and shall not be located and aligned solely based on the outline of a parking lot configuration that does not provide such direct pedestrian access. Connecting walkways shall link building entrances with existing sidewalks along adjacent streets and with existing or proposed sidewalks on adjacent parcels.	
	Sidewalks shall comply with the most recent Virginia Department of Transportation (VDOT) specifications.	
	Sidewalks and other pedestrian facilities shall be separated from off-street parking, on-street parking, and loading and service areas by curbing or other protective devices.	
	Where sidewalks associated with a parking area cross a public or private roadway, a crosswalk shall be clearly marked in accordance with Virginia Department of Transportation (VDOT) standards. The use of remedial treatments, such as raised pedestrian crossings, forecourts and landings, special paving, signs, lights, and bollards, at pedestrian crossings is encouraged.	

Sidewalks may be paved using hard-surfaced pervious paving materials, such as porous as-
phalt, porous concrete, or block pavers, as a method of stormwater management, provided that
the use of such materials does not compromise the safety of pedestrians.

### Stacking Lanes

Spaces for stacking of	f vehicles waiting fo	or access to	drive-through	windows,	automatic teller
machines (ATMs), fue	I pumps, car washes	s, and similar	uses shall be	required.	

- Stacking lanes shall be designed so as not to impede on-site or off-site traffic movements, or movements into and out of parking spaces.
- Stacking lanes shall be separated from other interior drives or aisles by a raised or painted median, and shall be marked so as to be easily identified from a vehicle.
- No stacking lane shall be placed between any point of access and parking spaces.
- All stacking spaces shall be at least ten (10) feet wide and eighteen (18) feet long.
- ☐ Spaces in stacking lanes are required as follows:

Use	Number of Stacking Lanes Required		
Convenience Store, Filling Stations	3 spaces per drive-in window and 1 space per fuel pump		
Financial Institutions with Drive-In Windows, including ATMs accessible from a vehicle	4 spaces per first window or ATM and 2 spaces for each additional window or ATM		
Drive-In Restaurants	8 spaces for the first window and 2 spaces for each additional window		
Carwashes (Automatic or Drive- Through)	3 spaces per bay		
All Other Uses with Drive-Through Windows	3 spaces per window		

Staff Review Only			
Off-Street Parking Plan (Continued)			

Co	onstruction Standards [Sec. 22-26-5]	Staff Review Only
	Paving: All access aisles, parking, and loading facilities for five (5) or more vehicles shall be surfaced in accordance with intensity of usage and such improvement shall not be less than six (6) inches of Virginia Department of Transportation #21 or #21A aggregate base together with prime and double seal or equivalent. The use of hard-surfaced pervious paving materials, such as porous asphalt, porous concrete, or block pavers, is permitted as a method of stormwater management.	Off-Street Parking Plan (Continued)
	Paving Exceptions: The paving requirements improvement may be reduced to three inches of (3") gravel in the following cases:	
	Places of Worship: For parking for places of worship and other assembly uses where evidence is presented to the Zoning Administrator that these spaces will not be used regularly on a daily basis or more than three (3) times a week.	
	Vehicle Storage/Display: For areas of display or storage of vehicles, mobile homes, machinery or other inventory requiring motor vehicle access for placement; provided, in no case, shall grassed or unimproved areas be devoted to inventory storage.	
	<ul> <li>Single-Family/Two-Family Dwellings: For single or two family dwelling units and uses adjacent or within that unit such as a small home industry, bed and breakfast, home occupation, etc.</li> </ul>	
	Use of Grass Pavers: Grass pavers may be used, with the approval of the zoning administrator, where it is demonstrated that the vegetation will survive the amount of expected vehicular traffic.	
	Guardrails: All guardrails in parking and loading facilities shall meet VDOT specifications.	
	Marking of Parking Spaces: All parking and loading facilities shall be marked by painted lines, curbs, wheelstops, bumper blocks, or similar means to indicate individual spaces.	
Of	f-Street Loading Spaces [Sec. 22-26-6]	
	Location of Off-Street Loading Spaces: All off-street loading spaces shall be provided on the same lot with the use to which they are appurtenant.	
	Dimensions of Off-Street Loading Spaces: All off-street loading spaces shall have a minimum width of twelve feet (12'), a minimum clearance of fourteen-and-a-half feet (14 ½ '), and a depth sufficient to accommodate the largest delivery truck serving the establishment, but in no case less than twenty-five feet (25').	

Number of Off-Street Loading Spaces Required: The following number of off-street	loading
spaces shall be provided in addition to, and exclusive of, parking spaces.	

Use	Number of Off-Street Loading Spaces Required
Retail	1 space per 8,000 square feet of retail space gross feasible area
Office	1 space per 8,000 square feet of office space
Industrial	1 space per 10,000 square feet of industrial area

### **Interpretation of Off-Street Parking & Loading Requirements** [Sec. 22-26-7]

The off-street parking an	d loading requireme	nts are in	addition to	space for	the storage	of
trucks or other vehicles us	sed in connection with	any use.				

- ☐ The off-street parking and loading requirements do not limit special requirements that may be imposed in the case of planned unit developments, conditional uses, or special exceptions.
- Where fractional spaces result, the parking spaces and loading spaces required shall be construed to be the next highest whole number.
- No inoperable vehicle shall be parked or stored on a lot in any zoning district unless the vehicle is within a fully enclosed building or structure, or are otherwise shielded or screened from view from all public roads and adjoining properties.

### Off-Street Parking Requirements [Sec. 22-26-8]

### Number of Parking Spaces Required

- Uses Listed: The number of parking spaces required for each use are stated in the attached table.
- □ Uses Not Listed: The off-street parking requirements for a use not specifically listed in Table 1 shall be determined by the Zoning Administrator based on the characteristics of the proposed uses, the number of residents or visitors, the minimum requirements for similar uses, and any other relevant characteristics. In making the determination, the Zoning Administrator may consider the recommendations of relevant parking studies as well as traffic generation figures, in-

# **Staff Review Only** Off-Street Parking Plan (Continued)

		g information provided by the Institute of Traffic Engineers, peak parking demands, and nformation.	Staff Review Only Off-Street Parking Plan (Continued)
	number Common the	num Number of Parking Spaces: The number of parking spaces may not exceed the er of spaces required by more than forty percent (40%) unless approved by the Planning hission. To mitigate the environmental and visual impacts of additional impervious cover a surrounding community, at least one (1) of the following features shall be incorporated the design, upon approval of the excess parking:	
		Additional spaces approved by the Planning Commission will be surfaced using pervious paving material, including, but not limited to, porous asphalt, porous concrete, or block pavers.	
		For every two (2) additional spaces approved by the Planning Commission, one (1) tree and three (3) shrubs will be planted on-site, in addition to the requirements specified in Article 22-24: Landscaping and Tree Protection.	
Re	duction	of the Minimum Parking Requirements	
		on in the number of required parking spaces may, at the written request of the applicant, d with the approval of the Zoning Administrator.	
ls a	a reduc	tion in the minimum parking requirements being requested?	
	Yes		
	No		
	eduction instan	on in the number of required parking spaces may be granted in any one (1) of the follow-ces:	
		Provision of Mass Transit: For projects that include fifty (50) or more parking spaces on- site and are located within a designated growth area, the minimum number of parking spaces may be reduced by up to five percent (5%) if the project is located within three- hundred feet (300') of a transit stop and is connected to the transit stop by a sidewalk.	
		Provision of Bicycle Parking: For projects that include fifty (50) or more parking spaces on-site and are located within a designated growth area, the minimum number of required parking spaces may be reduced by one parking space for every one (1) bicycle space provided on a permanently-constructed bicycle rack, provided that the minimum parking required is not reduced by more than five percent (5%).	
		Additional Landscaping Provided: The minimum number of required parking spaces	

	shrubs are planted for every two (2) spaces reduced, in addition to the requirements set forth in Article 22-24: Tree Protection of this ordinance.	Off-
	New Urbanist/Neo-Traditional Developments: The Zoning Administrator may allow the number of required spaces to be reduced up to ten percent (10%) for projects within a designated growth area that meet new urban/neo-traditional planning principles and further the goals set forth in the Comprehensive Plan. Factors that may be considered when allowing a reduction include the density of the surrounding community; the range of land uses located within convenient walking distance; accessibility to mass transit; and the provision of facilities for bicyclists.	——————————————————————————————————————
	Parking Study Provided: The Zoning Administrator may allow the number of required spaces to be reduced up to twenty-five percent (25%), provided that a professionally-prepared parking study or similar documentation indicates that a reduction in the minimum parking requirements for a specific building or use would provide adequate parking facilities on-site.	
A site may not receive credit for more than one (1) strategy listed above. The possible reductions in the number of required parking spaces are not cumulative.		
When a reduction in the number of required parking spaces is permitted, the Zoning Administrator may, at his discretion, require the applicant to reserve space on-site that would accommodate the construction of additional parking in the future. The parking reserve area shall be designated on the site plan, and may not be converted to any other use without amendment of the site plan and the approval of the Zoning Administrator. The parking reserve area shall be sited to allow adequate pedestrian, bicycle, and automobile access, and shall be sized to accommodate a number of parking spaces equal to the amount of the parking reduction awarded. The intent of the parking reserve is to allow expansion of the parking area should the use or parking needs change.		
Develor at the impact phasir	rovisions of this article for the application of individual parking standards for Planned Unit opments located within the Zion Crossroads Urban Development Area may be modified discretion of the Planning Commission, provided that the Applicant submits a parking t study that fully justifies the modification of the standards based on the mix of uses, the ng of development, and other factors, including relationship of parking location to individuduses within the project.	

Staff Review Only Off-Street Parking Plan (Continued)

USE	PARKING REQUIREMENTS
COMMERCIAL	
Animal Hospital, Veterinary Clinic, Animal Shelter	1 per 300 square feet
Automobile Repair Service Establishments	3 spaces plus 2 spaces for each service bay
Beauty and Barber Shops	2 spaces plus 2 spaces for every bar- ber or beautician chair
Financial Institutions	1 per 250 square feet
Funeral Homes, Churches, other public assembly areas	1 per 4 fixed seats or 75 square feet of assembly area, whichever is greater
Furniture, Carpet, or Appliance Store	1 space per 500 square feet of retail sales area
Gas Stations	1.5 spaces per pump plus 2 spaces for each service bay
Greenhouse; nursery	1 per 250 square feet within retail sales area up to 15,000 gross square feet; 1 per 400 square feet thereafter
	Plus one per 1,000 gross square feet located in open storage/growing areas
Laundry	1 per 2 washing machines
Restaurant	1 per 100 gross square feet, minimum of 10
Retail Stores	1 per 250 square feet of up to 15,000 gross square feet;
	1 per 400 square feet thereafter plus any required stacking lanes
Sale of Motor Vehicles, Mobile Homes, Travel Trailers	1 per 2000 square feet of display area

USE	PARKING REQUIREMENTS		
Shopping Center			
Gross Leasable Square Feet			
1 to 15,000	4 spaces per 1000 feet		
15,000 to 50,000	3.5 spaces per 1000 feet		
Greater than 50,000	3 spaces per 1000 feet		
LODGING			
Country Inns, Boarding & Touring House, Bed & Breakfast	1 per unit		
Hotels, Motels	1 per unit plus compliance with the requirements for each particular additional use located on premise.		
RECREATION			
Assembly Hall, Dance Hall, Skating Rink	1 per 100 square feet		
Indoor Recreation Facilities, Arcades	1 per 200 square feet		
Campground	1 per campsite		
Golf Course, Driving Range, Miniature Golf	2 per hole		
Unspecified Recreational Use	1 per 125 square feet of usable recreation area		
Stadiums, Arenas, Theaters	1 per 4 seats		
RESIDENTIAL			
Dwellings, single-family, two-family, mobile homes	2 per unit		
Dwellings, multi-family, efficiency/ studio	1 per unit		
Dwellings, multi-family, one bedroom	1.25 per unit		
Dwellings, multi-family, two bedroom	1.5 per unit		

USE	PARKING REQUIREMENTS		
Dwellings, multi-family, three or more bedrooms	2 per unit		
Assisted Living Facility, Nursing Home	1 space per 3 residents plus 1 space per employee on largest shift		
Group Home	0.5 spaces per bed at licensed capacity		
OFFICE			
Office	1 space per 300 square feet of up to 15,000 square feet, 5 minimum;		
	1 space per 350 square feet thereafter		
INDUSTRIAL			
Manufacturing	1 per 2 employees on largest shift plus 1 space per company vehicle		
Unspecified Industrial Uses	1 per 2 employees on largest shift plus 1 per 250 square feet open to the pub- lic		
INSTITUTIONAL			
Day Care, Nursery School, Elementary School	1 per 9 pupils		
Middle School	1 per 8 pupils		
High School	1 per 3 pupils		
Library, Museum, Art Gallery, Community Center	1 per 300 square feet		
Professional School	1 space per 2 students at maximum capacity plus 1 space per classroom		
Post Office	1 space per 250 square feet, minimum of 5		