

## Administrative Parking Permit Application

### (City Code Section 17.608.060)

The purpose of the administrative parking permit is to provide flexibility in meeting parking requirements and allow alternative means of addressing parking demand. The planning director shall approve an application for an administrative parking permit if the alternatives proposed in the application substantially conform to the requirements outlined in 17.608.060 of the Planning and Development Code.

If the project requires any additional planning entitlement they will be processed separately. You will need to have an approved Administrative Parking Permit prior to applying for a building permit.

### Application Submittal Requirements

1. One set of plans, drawn to scale, in PDF format. Set of plans to include a site plan. All onsite vehicle parking spaces, alternatives to required vehicle parking spaces, and required bicycle parking spaces shall be indicated on a site plan drawn to scale. The site plan shall indicate all required development standards per 17.608 and 17.612 of the City Planning and Development Code. Additionally, an area plan must be provided indicating the location of the off-site parking in relation to the subject site.
2. Color photographs of the project site; photos of the properties on either side of the project site and directly across the street from the project site. Photos must be merged into 1 PDF document
3. Completed "Administrative Parking Permit Application"
4. A proposal describing the approach for providing alternatives to required parking. Prepare the proposal on a separate piece of paper and attach to the application.
5. Administrative Permit Fee as specified in Administrative Permit Fee sheet ([form CDD-0028](#)). An additional deposit fee of \$500 will be charged if Public Works review is required. *Please note:* The Public Works fee is an initial deposit and is based on full cost recovery. If the time to review the project exceeds the amount of deposit that is collected, additional payment will be required.

### Application Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of Property: \_\_\_\_\_

APN of Property: \_\_\_\_\_

Applicant is owner of subject property  Yes  No. If no, complete following and the attached letter of agency.

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Parking Requirement

Proposed use(s): \_\_\_\_\_

Gross square footage of proposed use: \_\_\_\_\_

Minimum required vehicle parking spaces: \_\_\_\_\_

Existing number of vehicle parking spaces on subject property: \_\_\_\_\_

Proposed number of vehicle parking spaces on subject property: \_\_\_\_\_

<b>Onsite Alternatives to Required Vehicle Parking</b>	<b>Equivalent Spaces</b>
<b>Additional bicycle parking.</b> Four non-required bicycle parking spaces may be substituted for one on-site vehicle parking space, up to a maximum of two spaces or 10% of the required on-site vehicle parking spaces, whichever is greater.	
<b>Additional electric vehicle charging station.</b> One electric vehicle charging station utilizing an electric vehicle charger level 2 or an electric vehicle direct current fast charger may be substituted for two parking spaces.	
<b>Zero-emission Carsharing.</b> One carshare space may be substituted for four required on-site vehicle parking spaces up to a maximum of 20% of the required on-site vehicle parking spaces. "Carshare space" means a parking space reserved for a zero-emission vehicle that can be rented or reserved for short periods of time, such as by the hour or minute. Provide a contract or other written evidence of an agreement with a carsharing provider	
<b>Scooter and motorcycle parking.</b> One scooter or motorcycle space may be substituted for one on-site vehicle parking space, up to a maximum of two spaces or 10% of the required on-site vehicle parking spaces, whichever is greater.	
<b>Shared-parking.</b> Required off-street parking facilities may be shared between two separate land uses upon demonstrating that the uses utilize the parking spaces at different times. Describe in your proposal the parking spaces to be shared and the schedule of peak hours times of each use.	
<b>On-street parking.</b> Each on-street parking space directly adjacent to a parcel or an integrated development site occupied by a single building may be substituted for one on-site vehicle parking space. If the parking in the street is unmarked, each 24 feet of adjacent street frontage that can be legally parked shall equal one on-street parking space.	
<b>Shared bicycles.</b> Shared bicycles provided on-site for the use of employee commutes and off-site trips may be substituted for up to a maximum of two spaces or 10% of the required on-site vehicle parking spaces, whichever is greater. Two shared bicycles are equivalent to one on-site vehicle parking space.	
<b>Off-site Parking Spaces Provided.</b> Consistent with 17.608.060 (A)(2), off-site vehicle parking is allowed within specified distances of the subject site. If a parcel designated for off-street parking is not in the same ownership as the site the parking will serve, the application shall include written evidence that users of the site that the off-site parking will serve will have rights to use the off-site parking parcel for required parking.	
<b>Transportation management plan.</b> The required number of on-site vehicle parking spaces for a development site or use shall be reduced by 35% if a transportation management plan permit has been approved under Chapter 17.700 of the City's Planning and Development Code.	
<b>Total Alternative Vehicle Parking Spaces Provided</b>	
<b>Parking Credit from Previous Use (If Applicable)</b>	

## Alternative Vehicle Parking Space Dimensions and Maneuvering Widths

Are parking space dimensions and/or maneuvering widths proposed consistent with the parking space dimensions and maneuvering widths stated in 17.608.040 (F) of the Planning and Development Code?  Yes  No

If no, a site plan indicating alternatives to the minimum parking space dimensions may be approved if the applicant demonstrates that the alternative space dimensions do not cause vehicle stacking in the adjacent public right-of-way. An additional \$500 fee for Public Works review shall be required.

## Exceeding the Maximum Vehicle Parking Requirement in Parking Structures

For land uses that have a maximum vehicle parking requirement, the project may exceed the maximum allowable parking if both of the following are confirmed and are incorporated into the project:

Will the off-street parking be made available for public or shared-parking at all times during off-peak hours?  Yes  No

Will The parking structure incorporate active ground floor uses such as retail, restaurants, or offices?  Yes  No

## Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

I understand that the Public Works fee is an initial deposit and is based on full cost recovery; if the time to review the project exceeds the amount of deposit that is collected, additional payment will be required.

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

## Letter of Agency from Property Owner

This section of the application is required to be completed if this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to: \_\_\_\_\_  
Name of Applicant  
to apply for an administrative parking permit for my property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

I hereby state that the information provided above, to the best of my knowledge is accurate and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please note that once this application is submitted to the City of Sacramento, your information may be subject to public record.  
However, the City will not sell your data or information for any purposes.