

## Shared Parking Agreement Application

Private parking facilities may be shared by multiple users whose activities are not normally conducted during the same hours, or when hours of peak use vary. No reduction in the number of spaces reserved for persons with disabilities is permitted. A waiver of the maximum allowable distance between the user and associated shared parking may be approved by the CED Director (up to 500-feet), with written justification and supporting information provided by the applicant. Users sharing a parking facility must provide for safe, convenient walking between land uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting. Pedestrian paths must be as direct and short as possible, without compromising safety. A pedestrian circulation plan that shows connections and walkways between the parking facilities and subject uses must be provided.

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

### PROPERTY INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**A. Proof from Applicant.** Evidence must be submitted that demonstrates shared parking will not result in inadequate parking. Below is a list of required application information:

1. Please provide an analysis of available and used parking spaces based on parking counts taken at certain time intervals and days to verify parking usage patterns. (May be included as an attachment)

2. The type and hours of operation and parking demand for each land use.

**A. Proof from Applicant.** Evidence must be submitted that demonstrates shared parking will not result in inadequate parking. Below is a list of required application information:

3. A description of the character of land use and parking patterns of adjacent land uses

4. An estimate of anticipated turnover in parking space use over the course of 12 - 24 hours at the site.

Please attach the following information in separate attachments along with this application:

1. A sketch or site plan displaying shared use spaces in the lot and walking distance to the uses sharing the lot, indicating the area of the parking lot, pedestrian and drive circulation.
2. Provide a legal description of the land upon which the parking area(s) and building(s) appurtenant to the parking areas are located.
3. Provide details regarding the maintenance of the shared parking areas, including snow removal.

**NOTE:** Should any of the shared parking uses be changed or should the CED Department find that any of the conditions described in the approved shared parking study or agreement no longer exist, or if insufficient parking is an issue due to complaints, the owner can submit a revised shared parking study and an amended shared parking agreement or provide the number of spaces required for each use as if computed separately. If the CED Department determines that the revised shared parking study or agreement does not satisfy the parking needs of the uses, the shared parking request will be denied.