

GUIDELINES AND MINIMUM ACCEPTANCE CRITERIA FOR THE PREPARATION AND
SUBMISSION OF PARKING MANAGEMENT PLANS (PMP)

TO

ARLINGTON COUNTY GOVERNMENT (ACG)



Effective Date: July 17, 2018

Prepared by:

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Background / Purpose of This Document

As part of the site plan review and approval process for major new development projects in Arlington County (ACG), developers are usually required to submit for ACG review and approval, a Parking Management Plan (PMP) prior to the issuance of the first Certificate of Occupancy for the subject property.

This document was developed to provide an outline and guidelines for the submittal of PMPs to aid both those responsible for the preparation of the reports, and for County staff who are responsible for the review and approval of the submitted documents. Closely following the guidelines, *Minimum Acceptance Criteria for Parking Management Plans* checklist and other subsequent items outlined below and in the site plan conditions will greatly assist in providing for more efficient staff reviews and fewer required revisions of draft PMPs submitted to ACG.

General Appearance

The submitted PMP document should be prepared in a report format. It is recommended that the material follows the order identified in the attached outline. The final documents should be printed double-sided on 8 ½ x 11 paper and be formatted and bound with a front and back soft cover. (*NOTE: The use of heavy covers and/or three ring binders is prohibited*). Draft PMPs intended for staff review do not need a front and back cover.

All required site drawings, garage plans, sign tables and sign plan drawings must be formatted and printed on 11 x 17 tabloid paper, folded accordion style and bound as attachments to the main PMP document.

Additional support materials such as queue analyses; proposed parking equipment cut sheets; copy of towing contract; site plan conditions; etc. may be included as attachments to the main PMP document.

Submittal

Four (4) hard copy draft PMPs and a CD containing an electronic copy of the PMP with all attachments shall be submitted to the Arlington County Zoning Office, who will distribute the draft documents to CPHD and DES for review. Staff will perform a preliminary review of the draft PMPs within 30 days and revised versions will be submitted electronically to the staff reviewers. After the staff reviews are completed and the PMP document is approvable, a total of five (5) bound copies shall be submitted to the Zoning Office, along with a CD containing an electronic copy of the entire PMP with all attachments.

Diagrammatic Drawings Attachments

All PMPs are required to include curbside management plan drawings showing adjacent block faces, as well as level-by-level garage floor plan drawings showing all parking spaces by type (i.e. employee permit parking, resident permit parking, other long-term parking, publicly accessible short term/visitor parking, compact parking, American Disabilities Act (ADA) compliant parking, car pool/van pool parking, etc.). As mentioned above, all drawings should be formatted and printed on 11 x 17 tabloid paper. Space types and allocation within the parking facility must be indicated through color coding and appropriate nomenclature. All drawings should be dated and must include title blocks identifying who prepared the drawings, the project by name, the project address and site plan number. All drawings must include a legend that summarizes color coding and nomenclature used on the drawings to describe required elements of the PMP as specified in the approved site plan conditions. There should also be a note on the curbside drawing that specifically states: “On-street parking management and regulations are controlled by Arlington County Government and are subject to change”.

For level-by-level floor plan drawings, each parking space must be numbered to show total parking provided per level. Each level-by-level drawing must also include a table summarizing total parking provided by level and by type. The curbside management and level-by-level drawings must include north arrows.

Exterior and Interior Sign Plans

In addition to the garage plan and curbside block face drawings, exterior and interior sign plans must be included as separate attachments. Exterior signs related to the parking garage may have been approved through other County processes. However, any exterior signs directing motorists and pedestrians to the vehicular and pedestrian entrances to the garage must also be included in the PMP sign plan. PMP sign plans must include drawings or pictures of interior informational signs with exact wording and proposed designs. PMP sign plans must include drawings or pictures of proposed pedestrian and vehicular wayfinding and directional signs including at a minimum signs directing pedestrians to elevators, payment devices and emergency exits. The plans should also show the traffic flow directions using arrows in the aisles.

Queue Analysis

In addition to the garage plan, curbside block face drawings, and exterior and interior sign plans, a queue analysis that was approved as part of the Garage Plan during the Footing to Grade permit approval stage must be included as a separate attachment in the PMP. Using best parking management practices and recognized parking design standards, the Queue Analysis should demonstrate that all queuing and/or stacking of vehicles prior to the garage entry point related to

this site plan development will not occur within the public right of way. The queue analysis should also summarize the site vehicular trip generation volumes by use. The design queue demonstrated must be based on a 90% probability of occurrence.

Minimum Acceptance Criteria for Parking Management Plans Checklist

As a supplement to the attachments stated herein, complete, sign, date and affix to the PMP, the MAC checklist, which outlines the items that must be included, at a minimum if applicable, in the PMP in order to facilitate a timely and thorough review of the PMP. Neglecting to comply with the items outlined in the MAC document may delay or cause rejection of the PMP for lack of adequate information needed for a thorough and complete review.

NOTE: This document and examples of curbside plan, garage floor plan drawings, and sign plan drawings are posted on the ACG Parking Management Plan web page at <http://topics.arlingtonva.us/building/parking-management-plan/>.

****END OF SECTION****

Suggested PMP Template

COVER PAGE WITH SIGNATURE LINE

All PMPs must list the PMP preparer and the affiliated company and must be signed.

TABLE OF CONTENTS

List page numbers of pertinent sections of the PMP, figures and plans as well as a numbered attachments.

PROJECT SPECIFIC INFORMATION

Include project name, address, Site Plan or Use Permit #, all relevant approved Site Plan or Use Permit conditions, and number of parking spaces required.

GENERAL PROJECT DESCRIPTION/PROJECT OVERVIEW

This section should be used to provide an overview of the specific type of project (i.e. residential; commercial or mixed use), the property location, the size and types of uses included in the project, special features of the project, number of parking spaces provided and a brief overview of how the project will function for primary traffic and vehicular access.

CURBSIDE MANAGEMENT PLAN

This section should explain in writing what is shown on the block face drawing(s). The curbside management plan must address all required elements contained in the project's site plan conditions, which typically includes but is not necessarily limited to the following specific items:

- On-street Parking
- Taxi Stands
- Handicap Parking
- Para-transit Passenger Pick-up and Drop-off Areas
- Loading Zones
- Car Sharing Spaces
- Bus Stops
- Bicycle Parking

GARAGE MANAGEMENT AND ENFORCEMENT PLAN

This section should explain in writing what is shown on the ground floor and level-by-level floor plan drawings. This section should also provide written explanation on how the garage's proposed operational, management and enforcement policies will address the requirements contained in the site plan conditions. The following specific items should be addressed individually within this section and additional items may be required on an individual project basis:

- Description of garage physical layout and functional/operation plan
- Explanation on how the parking of the different user groups will be managed
- Explanation of how truck deliveries and loading/unloading will be managed
- Explanation of Queue Analysis demonstrating that queuing will not occur within the public right of way
- Description of garage control (PARC) equipment and its placement with the parking facility
- Description of parking revenue collection equipment and its placement
- Explanation of any expected reserved spaces and nested areas
- Written description of the garage’s directional and informational sign plan
- Explanation of the garage’s proposed fee structure and policies for public parking
- A table of current parking rates charged at a minimum of five (5) comparable properties
- A schedule of the garage’s proposed hours of operation
- Explanation on how residential visitors will be handled (if applicable)
- Explanation on how retail employees will be managed (if applicable)
- Explanation on overnight public parking policies (if applicable)
- Description of the projects car pool/van pool policies (if applicable), and
- Other specific items as required in Site Plan Conditions.

ATTACHMENTS

Separate attachments for each of the following are required, at a minimum:

- The curbside/block face plan
- The level-by-level garage floor plans
- Cut-sheet illustrating location and configuration of PARC equipment
- Drawings or pictures of interior and external signs by type in table format
- The level-by-level interior sign plans showing sign locations
- Diagram explaining location of exterior parking related signs
- Queue Analysis as approved in the Garage Plan for the Footing to Grade permit, and
- *Minimum Acceptance Criteria for Parking Management Plans Checklist.*

Additional attachments may be included, such as cut sheets describing proposed PARC equipment or other special features of the proposed project.



Department of Environmental Services

Minimum Acceptance Criteria (MAC) for Parking Management Plans

02/15/2016

Instructions: Attach MAC checklist to the PMP. Draft PMPs may be rejected or delayed if MAC Checklist is not completed.

Site Plan/Use Permit Number:
Project Name:
Address:

A.	Parking Management Plan	YES	NO	N/A
1	Cover page with signature line			
2	Table of contents			
3	Project specific information			
4	General project description/project overview			
5	Approved site plan or use permit parking condition and any other conditions referencing the PMP			
6	All architectural floor plans on which vehicle parking and/or parking access are located, annotated per the Guidelines			
	a. Garage level plans, with any and all revisions from the approved garage plan bubbled and labeled			
	b. Curbside and ground floor plan			
	c. PMP sign plan (interior and exterior) and table of signs			
	d. Details of access control gates/array, pay stations and any other access and revenue control (PARC) equipment or automated parking control equipment			
7	Curbside Management Plan			
8	Garage Management and Enforcement Plan			
9	Description of how all users will be directed to parking spaces, payment equipment, and garage entrances and exits			

I certify that the above is true and accurate to the best of my knowledge.

Signature

Organization Name and Address

Date