



**ADMINISTRATIVE OFF-SITE PARKING PERMIT APPLICATION**

Permit #:

Site Address: Suite/Unit #:

Proposed Use /Tenant: Type of Business:

REQUEST FOR OFF-SITE PARKING:  Shared (with other tenants)  Not Shared (for applicant's sole use only)

**PROPERTY**

Occupational Tax Certificate (OTC): APPROVAL OF ZONING/PARKING, AND BUILDING INSPECTION REQUIRED PRIOR TO ISSUANCE OF NEW OTC.

Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning District: Parcel Size: SF/acres (circle one)

Property Owner: Phone:

Contact Name: E-mail:

Address: Suite #:

City: State: Zip:

**OFF-SITE PARKING PROPERTY (if more than one parcel attach list of all properties on separate sheet)**

Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning District: Parcel Size: SF/acres (circle one)

Off-site Parking Parcel Address:

Property Owner: E-Mail:

Address: Suite #:

City: State: Zip:

**APPLICANT**

Applicant is:  General Contractor  Architect/Engineer  Authorized Permit Agent  Property Owner

Company Name: Phone:

Contact Name: E-Mail:

Address: Suite #:

City: State: Zip:

**WORK INFORMATION**

The undersigned, upon oath, states that the above information is true and correct, understands that the permit issued is only for the parking arrangement as stated, and that the occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy/Completion has been issued by the City of Doraville. The permit is granted on the express condition that any resulting construction shall, in all respects, conform to the ordinances and laws of the City of Doraville, Georgia, including the zoning ordinance and building code, and may be revoked at any time upon violation of any provisions of said ordinances. All required documents and plans must be submitted with the completed application. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold harmless the City of Doraville from all damages, demands, or expenses of every character which may in any manner be caused by construction and/or the structure. **I ALSO HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTIES.**

Applicant Printed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**OFFICE STAFF USE ONLY**

The above request for Administrative Approval of Off-site Parking was  approved or  denied on \_\_\_\_\_

\_\_\_\_\_  
Signed for Director, Community Development

\_\_\_\_\_  
Staff Reviewer - Print Name

Permit #: \_\_\_\_\_

## Off-site Parking Checklist Submission Requirements for Parking Arrangements

The Director of the Department of Community Development or their designee may approve off-site parking arrangement (on private property), as permitted by the corresponding zoning district, subject to the applicant providing all of the following documentation. Please check below each item submitted. **Items omitted may delay applicant's permit review process.**

**REQUEST FOR OFF-SITE PARKING:**     Shared (with other tenants)     Not Shared (designated off-site spaces for applicant's sole use only)

- \_\_\_ 1. Cover letter describing the off-site parking arrangement which shall identify:
  - a) Subject property (recipient): the principal property address, parcel ID number and the lessee's name and contact information.
  - b) Off-site parking (donor): the off-site property address, parcel ID number and the lessor's (property owner) name and contact information. In the LCC Livability Code (Sec.23-4048) zoning district, off-site parking shall be located within 600 feet of the subject property as measured along the pedestrian walkway. Show proximity in Key Plan. Said donor property must be zoned LCC.
  
- \_\_\_ 2. Written notarized consent of the property owners agreeing to the parking arrangement.
  
- \_\_\_ 3. Property owner verification: affidavits, deeds or other documents that verify current property ownership information of the property providing the off-site parking.
  
- \_\_\_ 4. Copies of valid notarized parking lease agreement and other documents which shall include:
  - a) The term of the lease and expiration date. Note: lapse of a required lease agreement may result in revocation of building permits/business licenses. Renewed leases shall be filed with the Community Development Department.
  - b) A list of all executed lease agreements for the off-site parking location which are current at the time that the application is filed with the Community Development Department. For each agreement identify the tenant, the time frame, the number of parking spaces to be used, and the hours of operation during which the spaces are leased. If no agreements exist, submit affidavit from property owner stating to that affect.
  - c) In the LCC zoning district, said lease agreement shall be executed and court recorded.
  - d) Parking arrangements that share (i.e. double-dip) required spaces between multiple businesses shall submit a parking analysis using the Urban Land Institute (ULI) Shared Parking Model (latest edition).
  
- \_\_\_ 5. Site plans for all properties to be included in the shared parking arrangement. Said plans shall include the following:
  - a) Drawn to-scale plan that shows the location and layout of the proposed parking spaces in relation to the subject property seeking the parking.
  - b) Documentation of all tenants sharing the parking facility, including:
    - i. By type of use (i.e. retail, eating and drinking establishment, office, residential, etc.) and their individual tenant square footages to determine minimum parking requirements for each.
    - ii. Hours of operation of each tenant.
  - c) Illustrative indication of how such off-site parking spaces shall be clearly marked and signed reserved. If sharing spaces occurs, signage shall identify the specified lessor's hours of use. **RE-STRIPING OF PARKING LOT MAY BE REQUIRED TO OBTAIN APPROVAL OF PARKING ARRANGEMENT.**

**Sample site plan with applicable information:**

<b>Master Site Plan and Tenant Information</b>				
<p><b>Site Plan #1</b> of <u>subject property</u> (lessor) including property lines.</p> <p><u>Provide:</u></p> <ul style="list-style-type: none"> <li>Address &amp; parcel ID #</li> <li># of existing parking spaces</li> </ul>	<p><b>Site Plan #2</b> of <u>off-site property</u> (lessee) with parking layout and including property lines.</p> <p><u>Provide:</u></p> <ul style="list-style-type: none"> <li>Address &amp; parcel ID #</li> <li># of existing parking spaces</li> </ul>	<p><b>Chart for each site plan with the following information:</b></p> <ul style="list-style-type: none"> <li>Type of use for each tenant</li> <li>Square footages for each tenant</li> <li>Hours of operation for each tenant</li> <li>Required parking # for each tenant</li> <li>Site Plan # 2: Parking # provided for lessor</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px; text-align: center;"> <b>Key Plan</b>            showing both sites         </td> <td style="width: 50%; padding: 5px; text-align: center;"> <b>Illustrative</b> proposed signage or markings for spaces         </td> </tr> </table>	<b>Key Plan</b> showing both sites	<b>Illustrative</b> proposed signage or markings for spaces
<b>Key Plan</b> showing both sites	<b>Illustrative</b> proposed signage or markings for spaces			

\_\_\_\_\_  
Applicant Printed Name

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

\_\_\_\_\_  
Date