



**CITY OF SAN JOSE**

Planning, Building and Code Enforcement  
 c/o Development Services, Planning Counter  
 200 East Santa Clara Street, Tower-1  
 San José, CA 95113-1905  
 Website: [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning)

**PARKING ANALYSIS APPLICATION**

**TO BE COMPLETED BY PLANNING COUNTER STAFF**

FILE NUMBER <b>PA</b>			Receipt # _____
QUAD #	COUNCIL DISTRICT:	ZONING:	Date _____
GENERAL PLAN:	PLAN CHECK #:	PLANNING PERMIT #:	Amount _____
			By _____

**TO BE COMPLETED BY APPLICANT  
 (PLEASE PRINT OR TYPE)**

SUBJECT PROPERTY LOCATION/ADDRESS		
ASSESSOR'S PARCEL NUMBER(S) <sup>1</sup>		
PROPOSE USE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> MIXED USE		
<b>FILING FEE:</b> A filing fee of \$313 (includes Citywide Planning Fee) is due at the time of submission and \$313 per hour if the processing is over the one (1) hour of allotted time.		
NAME OF APPLICANT:		
ADDRESS:		
DAYTIME PHONE #:	FAX #:	E-MAIL:
<b>PRINT NAME OF PROPERTY OWNER or LEASING AUTHORITY</b>		
<b>REQUIRED SIGNATURE OF PROPERTY OWNER:</b>		
ADDRESS:		
DAYTIME PHONE #:	FAX #:	E-MAIL:

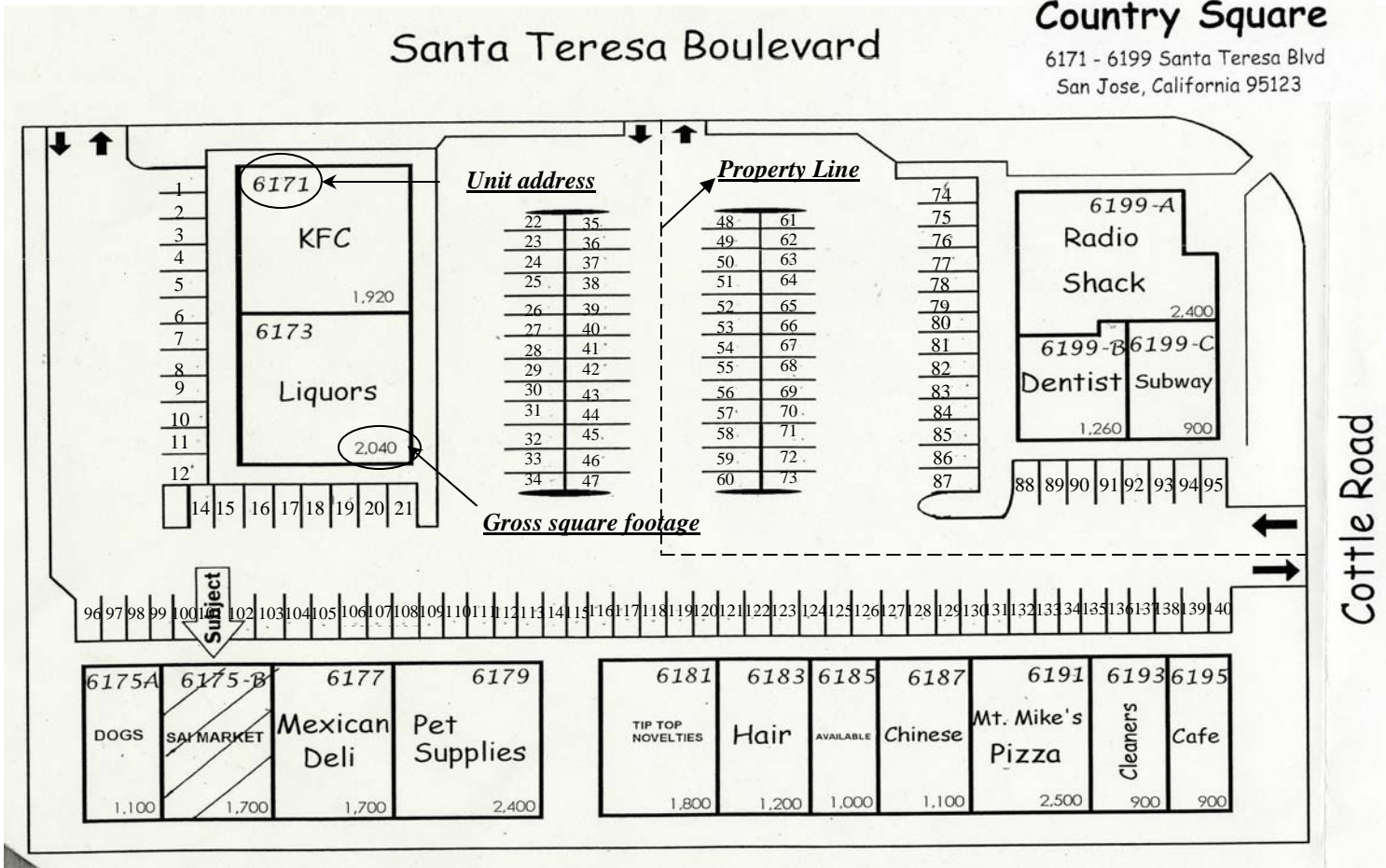
A parking analysis is required for changes of tenancy and future speculative spaces obtaining Building Permits for tenant improvements. The following information must be submitted:

**CHECK LIST:**

- Signed** application and analysis forms.
- Site Plan.** Provide two (2) copies. Label the plan with address/unit numbers, gross square footage of each tenant space, note use of each tenant space, label the number of parking spaces per row, and show property lines (see sample site plan).
- Easements.** If the property has multiple parcels and parking is shared across those properties, provide a copy of the Covenant of Easement or Title Report.
- Parking Analysis** form completed.

<sup>1</sup>Please visit the County Assessor's website at <https://www.sccassessor.org/> for the Assessor's Parcel Number  
 Please submit this application to the Planning Permit Center, 1<sup>st</sup> floor of City Hall. The Planning Permit Center Counter hours are posted on our website at <http://www.sanjoseca.gov/planning/>. For assistance, call (408) 535-3555.

**SAMPLE OF A SITE PLAN**



**SAMPLE OF PARKING ANALYSIS FORM COMPLETED**

### Parking Analysis Form

Site Address: 6175 (B) Santa Teresa Blvd APN: 689-29-075 Plan Check #: PC08-123456

Planning Analysis File Number: \_\_\_\_\_  Approved  Denied  More Information Required

Name of Businesses:	Address/Space	Use	Gross Square Footage or dining area	85% of Gross Square Footage	No. of Restaurant Seats (if applicable)	Parking Ratio Requirement*	Spaces Required	Required Spaces Rounded up
Michele's	6193	Cleaners	900	765		1 per 200	3.8	4
Vacant	6185	Vacant	1,000	850		1 per 200	4.2	5
Maggie's	6183	Hair Salon	1,200	1,020		1 per 200	5.1	6
Tip Top Noveltyies	6181	Retail	1,800	1,530		1 per 200	7.6	8
Pet Suppliers	6179	Retail	2,400	2,040		1 per 200	10.2	11
Dogs	6175 A	Animal Boarding	1,100			1 per 1,000	1	1
Liquors	6173	Retail	2,040	1,734		1 per 200	8.6	9
Dentist	6199 B	Med. Office	1,260	1,071		1 per 250	4.2	5
Radio Shack	6199 A	Retail	2,400	2,040		1 per 200	10.2	11
KFC	6171	Restaurant	400		32		12.8	13
Subway	6199 C	Restaurant	70		5		2	2
Café	6195	Restaurant	Take-out		5		5	5
Mt. Mike's Pizza	6191	Restaurant	180		12		4.8	5
Chinese	6187	Restaurant	Take-out		5		5	5
Mexican Deli	6177	Restaurant	175		12		4.8	5
SAI market	6175-B	Market	1,700	1,445	4	1 per 200	7.2	8
<b>Total Spaces Required</b>								<b>103</b>
<b>Total Spaces Provided</b>								<b>140</b>
<b>Difference</b>								<b>37</b>

\*Please refer to Section 20.90.060 and Table 20-190 from the current City of San Jose Title 20 Zoning Ordinance.

I certify that the above analysis data is true to the best of my knowledge.

\_\_\_\_\_  
Signature  
Property Owner or Leasing Authority's Signature

\_\_\_\_\_  
Date  
Date

\_\_\_\_\_  
Planning Staff Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# PARKING ANALYSIS INFORMATION & INSTRUCTIONS

A parking analysis is required to obtain Building or Planning Permits when there are tenancy changes related to a change in use, building additions or new building developments. For further explanation, please review our Parking Analysis brochure at [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning).

**An appointment is required to submit the Parking Analysis application package for review. To schedule an appointment, please call (408) 535-3555. The attached forms must be filled out and signed by property owner/manager/leasing agent, for Planning staff to review at time of submittal. Also, provide two (2) copies of a site plan, drawn to scale, showing all property lines, the location of the businesses and notes use of each tenant space, their gross square footages, and parking lot layout with the number of spaces labeled (see sample site plan). If the property consists of multiple parcels and the parking is shard across those properties you must provide a copy of the recorded Covenant of Easement or Title Report. Building permits will not be issued unless documentation clearly shows sufficient parking is available on site for all uses, existing and proposed.**

Every use, including a change or expansion of a use, shall provide, on site, the required off- street parking in compliance with the provisions of the Parking & Loading Chapter (20.90) of the City of San Jose Municipal Code, which can be viewed at [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning). If the number of off-street parking spaces required contains a fraction, the number shall be rounded to the nearest higher whole number. When two or more uses are located in the same lot or parcel of land or within the same building, the number of off-street parking spaces required shall be the **total sum** of the requirements of the various individual uses computed separately.

The parking analysis must list all tenants on the lot, and included the address, use, and square footage of each tenant. Vacant spaces must also be listed and parking requirements based on the most intense use. If any tenants are public eating establishments (i.e., restaurants, coffee shops), then the dining square footage **and** number of seats must be listed. Each tenant must have calculated the number of parking spaces required for its use. If the total number of parking spaces that is required for all the tenants exceeds the number of parking spaces provided on the site, then Building Permits will not be issued for the new tenant.

**"Floor area"** means eighty-five percent of the "total gross floor area" of the building.

**"Total gross floor area"** means the sum of the gross areas of all floors of the building, (including floors below as well as above ground), confined within the interior faces of the exterior walls of the building.

### Common Parking Ratios:

Use	Minimum Parking Required
Health club, gymnasium	1 per 80 sq. ft. recreational space
Public eating establishments	1 per 2.5 seats or 1 per 40 sq. ft. of dining area, whichever is greater
Take-out only establishments	1 per 75 sq. ft. of area open to the public, minimum of 5 spaces
Retail sales, goods	1 per 200 sq. ft.
Personal Services	1 per 200 sq. ft.
Medical, dental office	1 per 250 sq. ft.
Business office	1 per 250 sq. ft.
Instructional Studio	1 per 150 sq. ft.

No structure constructed, or use instituted, prior to November 10, 1965 shall be required to meet the off-street parking requirements of this Title unless there is a substantial change in the structure or in the use of the structure or land. [Substantial change: (a) the number of parking spaces required under current Code for the structure or use, as it existed on November 10, 1965, and (b) the number of parking spaces required under the current Code for the proposed structure or use. [**b - a = c, if c/b > 15%**]

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.  
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 2ND FLOOR OF CITY HALL.**



## OFF-STREET PARKING DESIGN STANDARDS

**Note: Please refer to the Zoning Ordinance (Title 20 of the City of San Jose Municipal Code) for a complete set of parking-related provisions. This handout is intended to provide ONLY summary information related to off-street parking design.**

Title 20 of the San Jose Municipal Code, the Zoning Code, includes provisions that regulate the design and mix of off-street parking stalls. Included in this handout are those provisions related to off-street parking design, as well as illustrations of the various design criteria related to parking stalls and circulation aisles.

### **20.90.100 Design Standards**

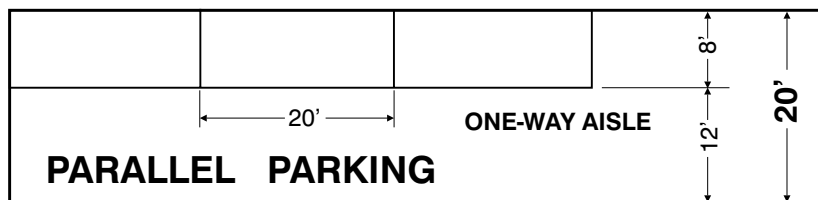
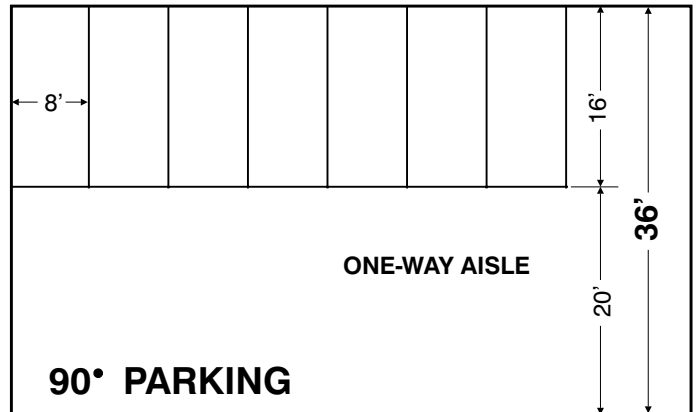
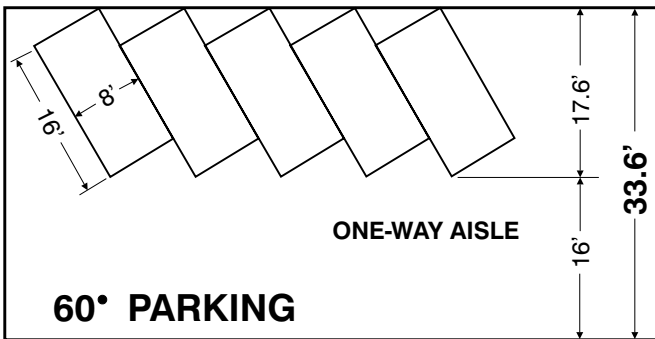
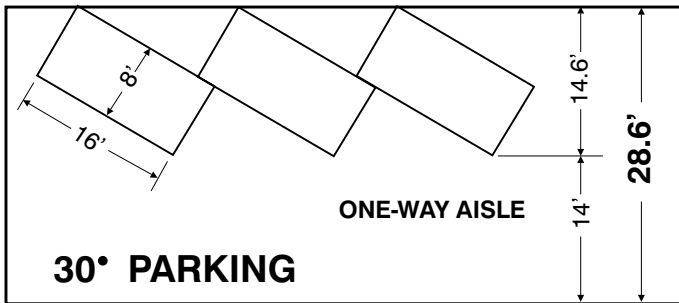
- A. All off-street parking spaces shall conform to the design requirements set forth in Table 20-220.
- B. Off-street parking spaces for small cars shall be marked as such.
- C. Notwithstanding the provisions of this Section, the approving person or body pursuant to the provisions of this Title may allow reduction of the minimum width of certain twenty-six (26) foot aisles on a site to not less than twenty (20) feet, provided such reduction will not impair the safe and convenient accessibility of the parking spaces affected thereby, and the safety of the site, as otherwise provided in this Section.

### **20.90.060 (A) & (B)-- Number of Parking Spaces Required**

- A. Each land use shall provide, on site, at least the minimum number of parking spaces required by Table 20-190, unless a modification has been granted pursuant to Section 20.90.220 or 20.90.230.
- B. All parking spaces shall be standard size spaces as set forth in Section 20.90.100. Alternatively, a **Development Permit** may:
  - 1. Authorize all off-street parking spaces to be uniform-size car spaces, as set forth in Section 20.90.100; or
  - 2. Allow up to forty (40) percent of the off-street parking spaces to be small car spaces as set forth in Section 20.90.100. The remainder of the required off-street parking spaces shall be standard car space as defined in Section 20.100.

## OFF-STREET PARKING DESIGN STANDARDS FOR COMPACT CAR SPACES

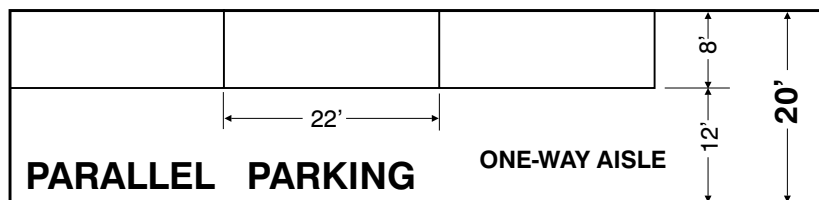
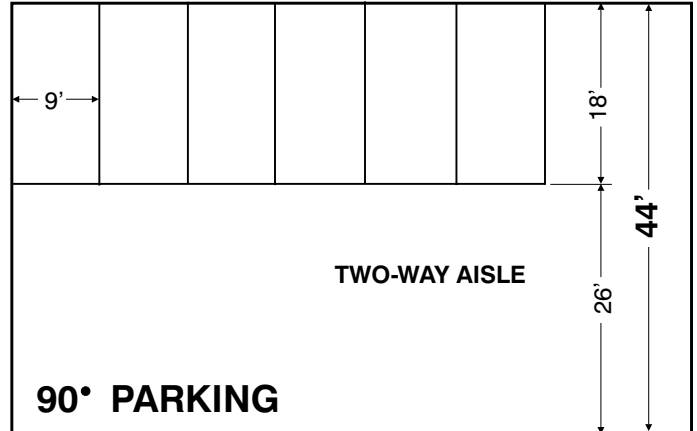
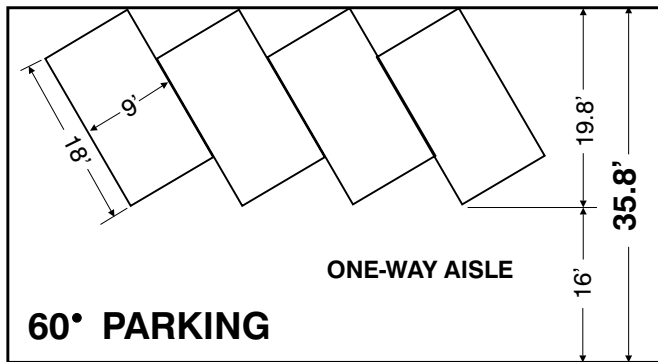
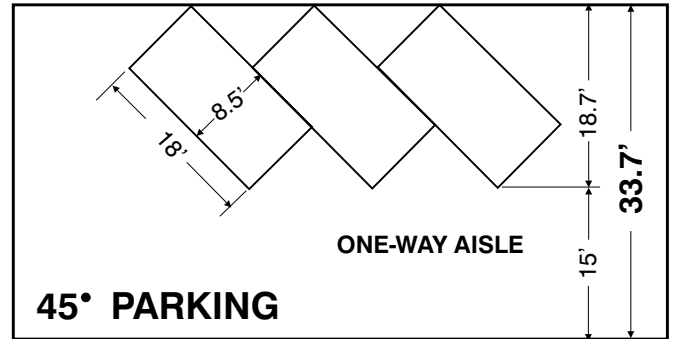
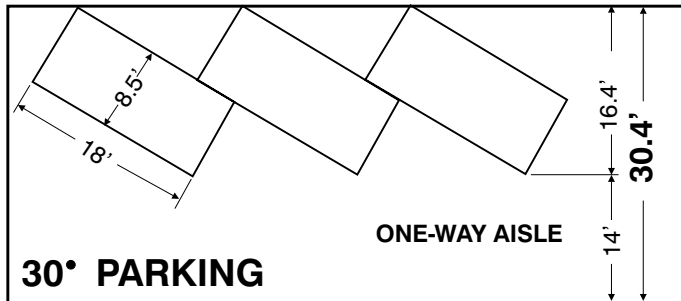
(As Per Table 20-220)



Minimum two-way aisle width: 26' ( for all angles of parking shown above)

## OFF-STREET PARKING DESIGN STANDARDS FOR FULL-SIZE CAR SPACES

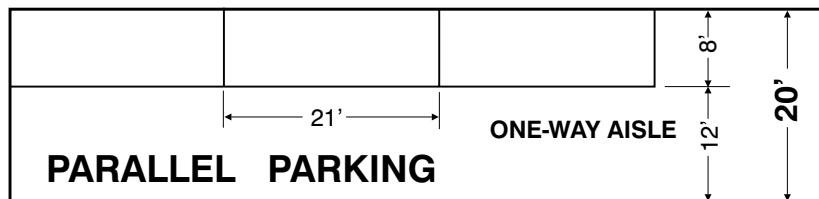
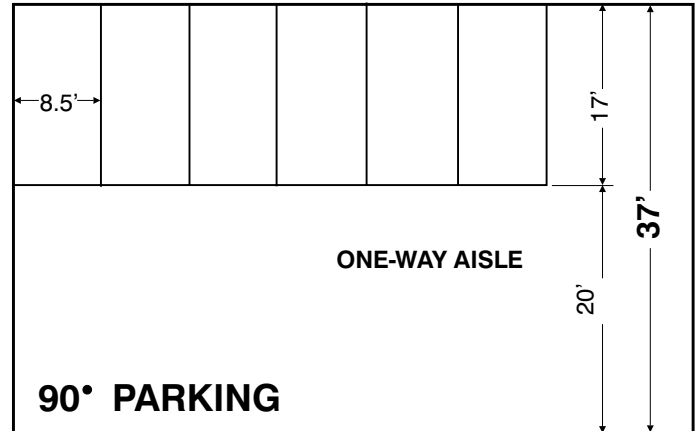
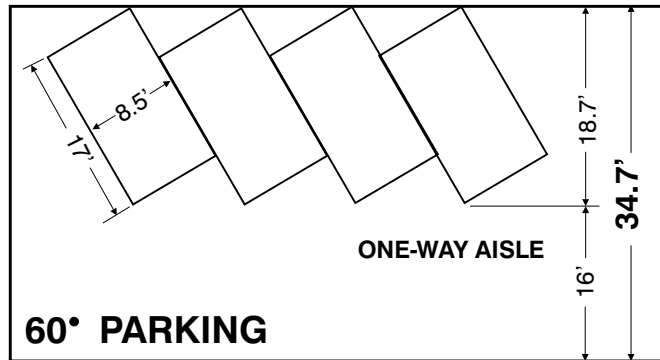
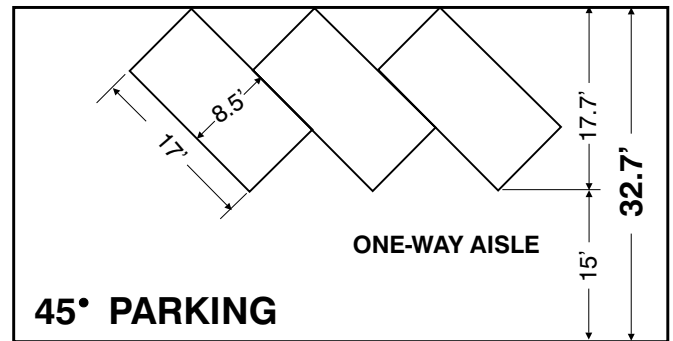
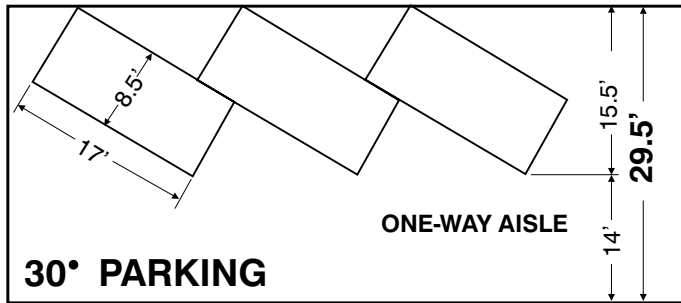
(As Per Table 20-220)



Minimum one-way aisle width: 20' ( for all angles of parking shown above)

## OFF-STREET PARKING DESIGN STANDARDS FOR UNIFORM CAR SPACES

(As Per Table 20-220)



Minimum two-way aisle width: 26' ( for all angles of parking shown above)