



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

PARKING ANALYSIS APPLICATION

TO BE COMPLETED BY PLANNING COUNTER STAFF

FILE NUMBER PA			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) ¹		
PROPOSE USE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> MIXED USE		
FILING FEE: A filing fee of \$359 (includes Citywide Planning Fee) is due at the time of submission and \$359 per hour if the processing is over the one (1) hour of allotted time.		
NAME OF APPLICANT:		
ADDRESS:		
DAYTIME PHONE #:	FAX #:	E-MAIL:
PRINT NAME OF PROPERTY OWNER or LEASING AUTHORITY		
REQUIRED SIGNATURE OF PROPERTY OWNER:		
ADDRESS:		
DAYTIME PHONE #:	FAX #:	E-MAIL:

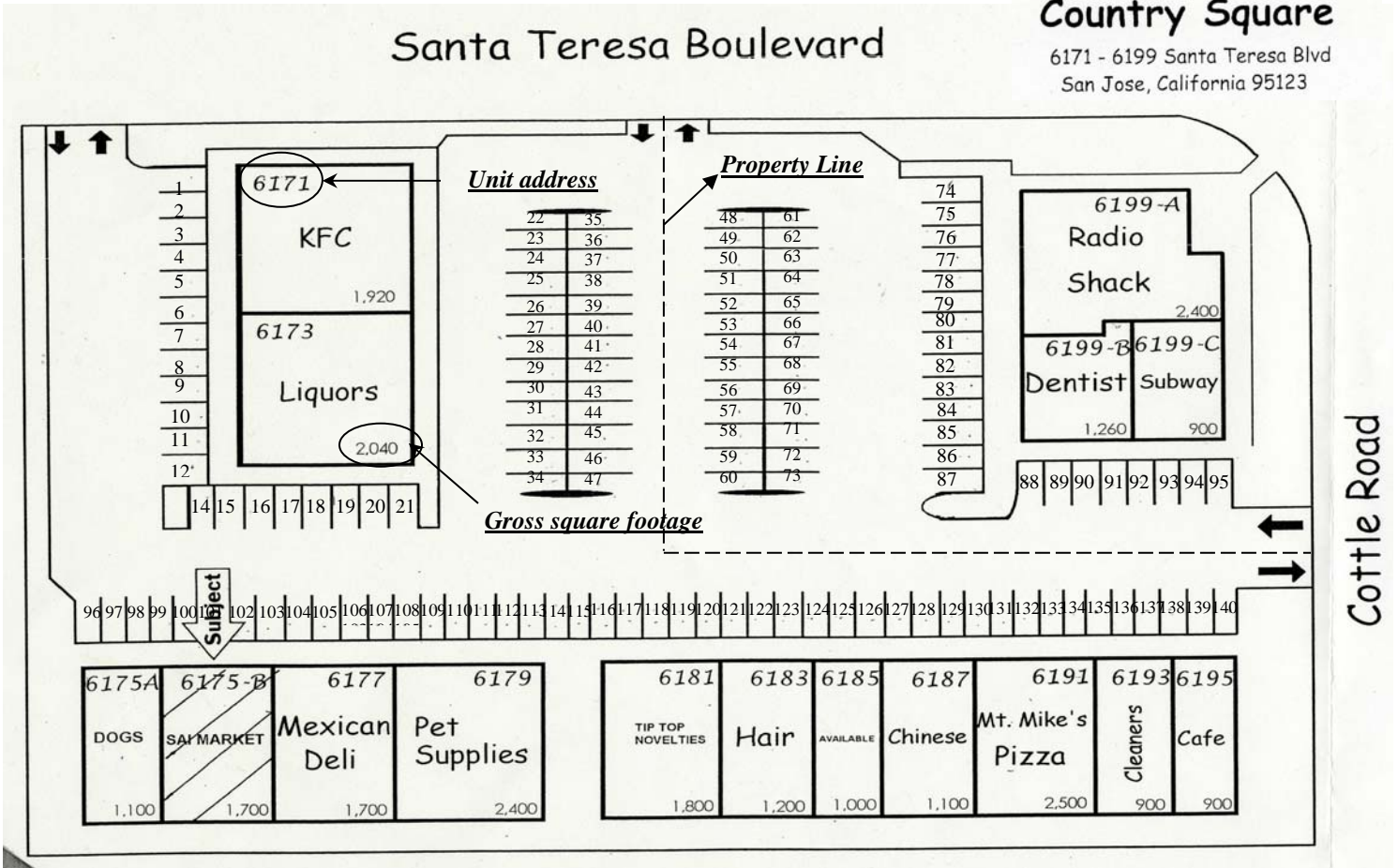
A parking analysis is required for changes of tenancy and future speculative spaces obtaining Building Permits for tenant improvements. The following information must be submitted:

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.

¹Please 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, 1st 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 Novelties	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
Total Spaces Required							103	
Total Spaces Provided							140	
Difference							37	

*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

Date

Print Name

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.

Please submit this application to the Planning Permit Center, 1st floor of City Hall. The Planning Permit Counter hours are posted on our website at <http://www.sanjoseca.gov/planning/>. 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. 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%**]

Parking Analysis Form

Site Address: _____

APN: _____

Plan Check #: _____

Planning Analysis File Number: _____

Approved Denied More Information Required

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

Total Spaces Required	
Total Spaces Provided	
Difference	

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

Property Owner or Leasing Authority's Signature

Date

Planning Staff Signature

Print Name

Date