

## What is a Parking Analysis?

A Parking Analysis is a study to determine that the total parking demand for a particular use, per the Zoning Ordinance Section 20.90.060 and Table 20-190, does not exceed the total supply of available parking spaces on a subject site. A Parking Analysis is required for any project where there is a change of use that increases or intensifies the parking demand. Examples of changes that may increase or intensify the parking demand can include a retail/commercial use change to a restaurant, or a new tenant with more intensive uses in an industrial center.

## When is a Parking Analysis Required?

A Parking Analysis is required when a new building development is proposed on a site. A Parking Analysis is also commonly required during the review of tenant improvements for Plan Check in the Building Division where a more intensive use(s) is proposed that may increase the parking demand. In these cases, there is a need to verify the adequacy of existing on-site parking and Development Services staff will notify the applicant that a detailed Parking Analysis is required. Uses that typically require a more detailed Parking Analysis include (but are not limited to): restaurants, bars, coffee shops, health studios, vehicle repair shops, churches, and industrial uses. Simpler parking summaries can be prepared on many other types of development proposals.

For properties located within the area bounded by Route 87, Julian Street, Fourth Street and Interstate 280, and the area bounded by Julian Street, Route 87, the Union Pacific Railroad line and Market Street, the parking regulations are governed by the Downtown Parking Management Zone. If a site is located

within the Downtown Parking Management Zone, refer to Section 20.70 and Table 20-140 to determine the applicable parking regulations to prepare the analysis.

## What is Required for Submitting a Parking Analysis and Where is the Information Available?

A detailed Parking Analysis submittal typically consists of:

- A Site Plan of the legal property (a recorded parcel/lot) identifying where the proposed project is located, and showing all existing uses/tenant spaces and all existing parking space locations.
- A Parking Analysis Form or spreadsheet/matrix (available from the City and signed by the property owner or owner's representative) that: (1) names all existing/proposed uses and lists each tenant space address; (2) lists eighty-five percent (85%) of each tenant's total building square footage; (3) lists the parking requirements (per the Zoning Code requirements) for each existing and proposed tenant; (3) lists dining and seating counts for all restaurant, bar, and coffee shop uses; (4) lists an accurate total number of all existing parking spaces on-site; and (5) provides the total difference (if any) between the number of parking spaces required versus the number of parking spaces that are existing on-site.
- Floor Plan Layout(s) may be required (especially for existing and/or proposed restaurants, health studios, and vehicle repair shops) to determine relevant seating

areas and other-relevant square-footage areas.

In some cases, the property owner or leasing agent may have a Site Plan showing all tenant spaces and the number of existing on-site parking spaces available, as well as information from previous parking analyses that were required for other tenants at the site. When this information is not available from the property owner or leasing agent, the applicant will need to prepare one. Information regarding, "What is a Site Plan," is addressed in Planning in San José: A Community Guide, and is available at the department's website at [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning) under "General Public Information." A copy of the Parking Analysis Form and its instructions are available at this website under "General Public Information."

Planning staff can provide Zoning Ordinance parking requirements and answer other general parking-related questions. The department's website also includes the Zoning Ordinance and parking requirement information online at [www.sanjoseca.gov/planning/pdf/zoning\\_code.pdf](http://www.sanjoseca.gov/planning/pdf/zoning_code.pdf). You can also research what previous parking analyses may exist (if any) at a particular site on the self-help computers in the Development Services lobbies at City Hall or online at [www.sjpermits.org](http://www.sjpermits.org).

## Who Can Prepare a Parking Analysis?

Typically, a land use consultants, architects, leasing agents, or property management firms may be able to prepare Parking Analyses. Generally, for complex projects and particularly for restaurants and entertainment uses, it is advisable to get knowledgeable and/or professional help to prepare the required analysis.

# Parking Analysis



Department of Planning, Building and Code Enforcement  
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## Who will Review and What is the Result of a Parking Analysis?

Planning staff will review the completed Parking Analysis and the accuracy of the submitted information based on the site's zoning requirements. An appointment with Planning staff is required and must occur prior to Building Division plan intake. An additional fee will be charged for Planning staff's review (based on actual review time). This fee will be added to the Building Permit fees paid prior to issuance of said Building Permit.

If the proposed project/use can provide the required on-site parking as determined through the Parking Analysis review, then the proposal can proceed with construction drawings and plan check for a Building Permit. If the proposed project/use requires a larger number of parking spaces than what is provided, staff may suggest an alternative layout to meet parking requirements.

It is important that parking adequacy be determined early and prior to making major financial and legal commitments related to the property. In some cases, insufficient on-site parking may prevent the proposed project/use from being permitted.

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### WHERE YOU CAN REACH US:

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