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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

PARKING PLAN CHECKLIST

Revised: October 2023

Parking Plan Requirements	
The parking, loading, and maneuvering standards are designed to provide safe and efficient parking and maneuvering, encourage good circulation, discourage parking on roads, and reduce the potential for a land use to impact an adjacent land use or road due to an insufficient number of parking spaces or poor parking lot design. The parking plan shall meet the standards of Chapter 6 of the Land Development Code.	
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.	
Report Requirements	
☐	Owner name, contact telephone number, and email for responsible party
☐	Applicant name (if not owner), contact telephone number, and email for responsible party
☐	Report preparer name, telephone number and email for responsible party
☐	Vicinity map showing the property in relation to major roadways, if not otherwise provided with the associated site plan
☐	Location of all property lines, rights-of-way, and all existing and proposed easements.
☐	The outlines of all structures, parking lot lighting facilities, outside storage and display areas including seasonal display, and refuse collection area(s) in relation to the parking area.
☐	Width, depth, and angle of all parking bays, and graphical depiction of all drive aisles, easements, and points of ingress/egress onto property, including dimensions for each.
☐	Identification and percentage of all compact spaces.
☐	Location of all ADA parking spaces, ramps, pathways, and signs
☐	Location and dimensions of all sidewalks, trails, pedestrian crossings, ADA access points and routes.
☐	Traffic circulation on site including all points of ingress/egress into the property.
☐	Sight distance triangles and any plantings, signs, walls and fences, structures, or other visual obstructions within the triangles where applicable.
☐	If a drive-thru is proposed, show drive-thru lanes, menu board location(s), order location(s), and pick-up window location(s) with dimensions, including stacking spaces.
☐	Wheelstops and curbs with dimensions.
☐	Parking lot islands including proposed landscaping, unless a separate landscape plan has been provided.
☐	Parking lot surface materials, striping plan, and any drainage improvements located within the parking area (e.g., crosspans).
☐	Truck loading and turnaround areas and dimensions.
☐	Bicycle parking area and detail.
☐	Parking Plan Summary Table to include the following elements:
	Parking stall calculation based on square footage of building and corresponding land use
	Number of required and proposed parking stalls
	Number of required and proposed ADA stalls
	Number of proposed compact parking stalls
	Number of proposed bike parking stalls
☐	Typical drive aisles and roadway sections, properly drawn, dimensioned, and labeled.
☐	Typical parking detail (compact, standard, and ADA including van accessible).
☐	Typical curb and sidewalk detail.
☐	Driveway entrance detail.
☐	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria