



Parking Management Plan Checklist

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

Purpose: Major residential, mixed-use, and commercial developments in the City of Atascadero that are parked below code standards and do not have sufficient on-street parking near the project site may require a submit a Parking Management Plan (PMP) for review with use permit approval and/or final building permit application. PMPs are intended to promote thoughtful and effective parking management practices and to confirm that new developments are managed in a way that is consistent with the transportation, mobility, and land use goals of the City of Atascadero.

Staff will determine if a Parking Management Plan is required based on the specific requested development or use on a particular site. PMPs should be submitted in report format. Include items 1-4 below; items 5-8 may be included as necessary based on Staff analysis. Site plans, figures, and analyses may be provided as attachments as appropriate.

Digital Submittals: Fully digital submittals are required. Please contact Planning staff for a digital folder link prior to intake meeting.

I. Required for all PMPs:

1. **Cover Page** – Name of project, site plan number, date, name of report preparer.
2. **Narrative** – Provide a general project summary and a narrative with descriptions of the proposed development and parking facilities and a justification for reduced parking.
3. **Site Plans** – Provide site plans showing all surface parking, garage parking spaces, and access points including any required fire department turn-around/staging areas. Include the following graphical elements where applicable:
 - Parking spaces with all compact spaces labeled (c).
 - All accessible spaces shown.
 - Parking space allocation (e.g. employee parking, bicycle and motorcycle parking, resident parking, short term/visitor parking, carpool/vanpool parking, electric vehicle parking). Please note that project approvals may limit the reservation of spaces.
 - Drive aisle width dimensions.
 - Pedestrian access points and walkways.
 - Bicycle access points and bicycle parking locations.
 - Traffic flow arrows.
 - Location of any access/control gates.
4. **Management Details** – Provide a written explanation of how the parking is anticipated to be managed, operated, and enforced, such as:
 - Assignment of parking spaces. Please note that project approvals may limit the reservation of spaces.
 - Guest parking space time limits.
 - Vehicle number limitations for residents and justification for limiting vehicles, e.g. proximity to transit, senior housing, etc.
 - Overall enforcement strategy.

II. May be required on a case-by-case basis:

5. **Peak Period Contingency Plan** – Provide a contingency plan detailing how parking will be managed during peak periods and events, particularly for churches, auditoriums, or other gathering spaces.
6. **Curbside Management Plan** – Provide a curbside management plan demonstrating how pick-up/drop-off and any other curbside uses will function.
7. **Off-site Agreements** – Provide any off-site agreements, detailing the number of spaces leased, days/hours leased, and total capacity analysis of partner parking facilities.
8. **Valet Parking Plan**