



**CITY OF LAKEWOOD**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**HANDOUT #02**

## **PARKING PLAN REQUIREMENTS**

A detailed parking plan shall drawn to scale and must include the following information to be considered complete:

1. Site address
2. Property lines.
3. Lot dimensions and total square footage.
4. North arrow and decimal engineering scale (only use one of the following scales: 1"=10', 1"=20', or 1"=30'). Both the site plan and parking plan generally should use the same scale.
5. Proposed and existing building locations.
6. Total square footage of building(s).
7. Total square footage per use/occupancy (office, manufacturing, warehouse, retail, etc.)
8. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.
9. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.
10. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
11. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
12. Finished contours at two-foot intervals for any portion of the site where the finished grade is expected to exceed 15% slope.
13. Location of required landscape areas (include dimensions inside of curbing and square footage inside curbing).
14. Location of other proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
15. Total square footage of required landscaping areas.
16. Total square footage of all landscaping areas provided on site.
17. Location and dimensions of all paved areas and curb cuts, including pedestrian sidewalks, walkways and paths. Provide the height of all curbs and total square footage of paved areas.
18. Type of paving material(s) to be utilized, including pedestrian sidewalks, walkways and paths.
19. Location of any graveled areas (include dimensions and total square footage).

20. Percent of lot covered by impervious surface (include percentage of lot covered by buildings and percentage of lot covered by paving).
21. Location of parking areas, including:
  - (a) Total number of all parking stalls and the numbers of standard, compact and American Disabilities Act accessible parking spaces.
  - (b) Location of all standard, compact and American Disabilities Act accessible parking spaces.
  - (c) Location of all vehicular circulation routes.
  - (d) Dimensions of stalls and all drive aisles.
  - (e) Location of all wheel stops.
  - (f) Total square footage of parking and maneuvering area.
22. Location of outside storage areas (include dimensions and total square footage).
23. Location of trash dumpster(s).
24. Location of cart return spaces for all wholesale or retail commercial or industrial buildings.
25. Existing and proposed fences and retaining walls (type of materials and height).
26. Location of biofiltration areas and stormwater detention facilities.
27. Location of overhead loading doors. Indicate height of loading deck surface (i.e. dock-high or ground level).
28. Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas and total square footage.
29. All areas designated for future development.
30. Location of all exterior entrance/exit doors.
31. The location of all freestanding signs and utilities boxes on or adjacent to the site.
32. Location and type of any existing or proposed exterior lighting on the site.
33. Location of existing and proposed fire hydrants on site.
34. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures.
35. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.
36. Vehicle maneuvering diagrams for all multi-family, commercial and industrial developments.
37. Vehicle stacking or queing lanes. Provide data on peak hour usage including expected number of vehicles in que and anticipated waiting periods.
38. Location and details of all required transit support facilities, including concrete pad, bench, shelter, garbage receptacles, lighting, pavement treatment, etc.
39. Parking plan for any site to be used for off-site parking in accordance with LMC 18A.50.550.E, Shared Use Parking or 18A.50.550.F, Off-Site Parking.

**Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.**

**Handouts and application forms may be revised without notice.**