



CITY OF TUMWATER
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**PARKING MODIFICATION
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

If a proposed development needs an increase or decrease in the required number of parking spaces greater than 10 percent and up to 40 percent, then a submittal shall consist of an application and all items on this checklist unless waived by Staff.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. For increases/decreases greater than 10 percent and up to 20 percent, a brief report shall be submitted providing a basis for more or less parking, including a description of the following site characteristics:			<input type="checkbox"/>
a. Site accessibility and proximity to transit infrastructure and transit times.		<input type="checkbox"/>	
b. Site accessibility and proximity to bicycle and pedestrian infrastructure.		<input type="checkbox"/>	
c. Shared and combined parking opportunities.		<input type="checkbox"/>	
d. Employee or customer density and transportation practices.		<input type="checkbox"/>	
e. Describe and demonstrate alternative transportation strategies such as carpooling, flexible work schedules, telecommuting, or parking fees.		<input type="checkbox"/>	
f. Demonstrate compliance with commute trip reduction measures as required by state law.		<input type="checkbox"/>	
g. Identify possible negative effects on adjacent uses and mitigation strategies.	<input type="checkbox"/>	<input type="checkbox"/>	
h. If increasing, employers with 100 or more employees must meet the design and facility requirements in TMC 18.50.060.L.	<input type="checkbox"/>	<input type="checkbox"/>	
3. For requests greater than 20 percent and up to 40 percent:			<input type="checkbox"/>
a. Provide the contents of a 20 percent or less request.		<input type="checkbox"/>	
b. If increasing, provide a parking demand study prepared by a transportation engineer licensed in the state of Washington, which supports the need for more parking.	<input type="checkbox"/>	<input type="checkbox"/>	
c. Increased parking in excess of 20 percent shall be banked in accordance with TMC 18.50.100 for a minimum of three years.	<input type="checkbox"/>	<input type="checkbox"/>	
d. If decreasing, show that the site is within a one-quarter-mile walk to transit service, or that it will be within six months of occupancy to be verified by Intercity Transit.	<input type="checkbox"/>	<input type="checkbox"/>	
4. One reduced copy (11"x17") of the site plan.		<input type="checkbox"/>	<input type="checkbox"/>

Parking Modification Submittal Checklist

B. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date