

PARKING ADJUSTMENT SUBMITTAL CHECKLIST

Parking adjustments allow reductions or changes to required parking based on unique circumstances or alternative means. Below are several applications for shared or reduced parking on commercial or multifamily zoned properties. Required submittals for shared parking, reduced parking, additional compact stalls, and remote parking lots are here, along with links to Lynnwood Municipal Code 21.18.820.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Applications are not complete until fees have been paid
- If you have questions, please contact planning@lynnwoodwa.gov

Submittal Requirements

Documents Required for all Parking Adjustment Applications

- Site Description
- Description of Project including parking calculations showing number of code required parking stalls and proposed parking stalls (see [LMC 21.18](#)), existing and proposed use
- Address(es)
- Zoning Designation
- Site Plan showing location of all proposed parking stalls, a table showing required parking calculations and proposed parking counts, and all stalls numbered
- A notarized Affidavit of Ownership for all property owners

Documents Required for Administrative Parking Reduction [LMC 21.18.820](#)

- Parking Study prepared by a licensed professional engineer. At a minimum, the Parking Study shall include the following information:
 - For the subject property, at least two (2) weekdays and one (1) Saturday of data for morning peak, afternoon peak and evening peak hours
 - For comparable uses, at least two (2) weekdays (preferably the same as the subject property) and one (1) Saturday for morning peak, afternoon peak and evening peak hours. Comparable uses should be local when possible
 - If nationally accepted Transportation Demand Management (TDM) measures are proposed, submit data supporting effectiveness of TDM measures and how it will apply to the proposed development
 - Employee data for the existing / proposed use(s)
 - Customer / visitor data for the existing / proposed use(s)
 - Analysis of available transit options within ¼ mile of the subject property
- Analysis of parking demand and utilization data.
- Parking management plan and proposed mitigation measures if reduction is below ITE recommendations

Documents Required for Community Trip Reduction [LMC 21.18.850](#)

- A parking study including all the requirements found under the section of this checklist
- A detailed written description of the alternative commute program

Documents Required for Compact Stall Adjustment LMC 21.18.820

- A site plan showing the location of compact stalls, fire lanes, ingress and egress and dimensions of all stalls and drive aisles
- A detailed written description of how the proposed increase in compact stalls will not negatively impact the site

Documents Required for Off-Site Parking LMC 21.18.200

- A site plan showing the following:
 - The date, scale, and north arrow
 - The boundaries and addresses/parcel numbers of the property to be served and the property which will contain the off-site parking. Sites must be labeled
 - Existing and proposed structures and other improvements on each property including any ingress and egress between the properties
 - Existing and proposed parking and dimensions of parking stalls and drive aisles
 - Existing and proposed landscaping
 - The pedestrian route between the properties
 - Any natural features and / or critical areas
 - All structures, natural features and / or critical areas, and other improvements within 50 feet of the subject properties.
- A draft easement meeting the requirements of [21.18.200\(A\)](#)
- Proof of ownership of both lots by a single entity or a draft legal contract between the owners of each involved property which meets the requirements of [21.18.200\(B\)](#)
- A sign plan demonstrating compliance with [21.18.200\(D\)](#)
- A lighting plan showing existing and proposed lighting in the parking lot and along the pedestrian route
- A title report less than 30 days old including Schedule B
- A site plan showing the following:
 - The date, scale, and north arrow
 - The boundaries and addresses/parcel numbers of the property to be served and the property which will contain the off-site parking. Sites must be labeled
 - Existing and proposed structures and other improvements on each property including any ingress and egress between the properties
 - Existing and proposed parking and dimensions of parking stalls and drive aisles
 - Existing and proposed landscaping
 - The pedestrian route between the properties
 - Any natural features and / or critical areas

All structures, natural features and / or critical areas, and other improvements within 50 feet of the subject properties.