

Joint Use Parking Plan

Application Packet

The purpose of joint use parking is to make efficient use of parking areas. It applies when two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times. The City of Ames Planning and Housing Department is available to assist you in completing your application.

1. **Application Packet.** *Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The “Application Packet” for a *Joint Use Parking Plan* includes the following:

- Application Form (*This form must be completed for all applications.*); and
 - Checklist (*Use this checklist to assure that you have included all of the required information with your application materials.*)
2. **The Process.** The process for obtaining approval of a *Joint Use Parking Plan* involves the following steps:
 - A ***Pre-application meeting*** with planning staff to discuss pertinent zoning regulations is recommended. Please call 239-5400 to schedule this meeting.
 - The applicant files an application and the required written documentation for a *Joint Use Parking Plan* with the Planning and Housing Department.
 - When the Planning and Housing Department receives the complete application and documentation, a date for City Council consideration is selected, usually within two weeks.
 - ***City staff prepares a Council Action Form*** for the City Council analyzing the request for approval of a *Joint Use Parking Plan* in relation to the City’s adopted Zoning Ordinance and all other applicable plans, policies, ordinances and procedures of the City of Ames.
 - In accordance with Section 29.406(17)(b), The City Council considers the application for a *Joint Use Parking Plan*, and may approve the application if it finds that:
 - The analysis presents a realistic projection of parking demands likely to be generated.
 - Peak demand is sufficiently distinct so that the City Council is able to clearly identify a number of spaces for which there will rarely be an overlap of parking demand.
 - Rights to the use of spaces are clearly identified so as to facilitate enforcement.

3. **Council Meetings.** The *City Council* generally meets on the ***second and fourth Tuesdays of the month*** at 6:00 p.m. in the City Council Chambers.

4. **Where should submittals be made.**

- Submit the completed application packet for a *Joint Use Parking Plan* to the:

Department of Planning and Housing
Room 214, City Hall
515 Clark Avenue
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400
FAX: 515-239-5404
E-mail: planning@cityofames.org

Obtaining approval of a *Joint Use Parking Plan* does not absolve the applicant from obtaining all other applicable permits, such as Site Plan Approval, Building Permits, IDOT access permits, et cetera.

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames and have submitted all the required information.

Signed by: _____ **Date:** _____
Property Owner(s)

Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

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Checklist

(This form must be filled out completely and the required information must be attached to this form before your application will be accepted.)

The following information, in accordance with Section 29.406(17)(a), is required as part of the submittal of a request for approval of a Joint Use Parking Plan. Please attach your answers to each item.

- Written documentation*** that shall include the following:
 - The names and addresses of the uses and of the owners or tenants who will share the parking;
 - The location and number of parking spaces to be shared (a clear written or graphic description);
 - An analysis showing that the peak parking times of the uses occur at different times and that the parking area will be large enough for the anticipated demands of both uses; and,
 - A legal instrument such as a joint use parking agreement, a lease, an easement or a deed restriction that guarantees access to the parking for both uses, designates the time periods under which each use will have rights to count spaces for purposes of the space requirements under Section 29.406(2), and restrictions placed on the hours of operation of each use.