

Parking Study

A Parking Study outlines a proposed development's overall parking concept and the associated issues. The study should estimate the parking demand generated by a proposed development and determine the number of on-site parking spaces that should be provided, recognizing the parking policies, site constraints, and local conditions. Additionally, a parking strategy could be developed to identify how the parking demands for the project can be satisfied.

The study can also be used to support a parking requirement reduction by justifying that the reduced parking supply can meet the projected demand or by adopting transportation demand management strategies.

Required by Legislation

The Local Official Plan.

Who should prepare this study?

A Parking Study must be completed by a qualified transportation consultant with expertise in parking. The report must be stamped, dated, and signed by a Professional Engineer or Registered Professional Planner (RPP).

Why do we need this study?

A Parking Study is required to:

- › Determine the appropriate parking requirements for a proposed development (general, accessible, small vehicle, electric vehicle, etc.) and identify any surplus/deficiency
- › Justify any deviation between the proposed parking supply and the parking requirements (number and size of parking spaces) of the applicable Zoning Bylaw
- › Ensure that the parking requirements are adequate for each phase of development including the ultimate development scenario
- › Explore alternative strategies to satisfy the parking requirements of the development (i.e. shared parking opportunities, payment-in-lieu, off-site parking, transportation demand management, etc.)
- › To ensure a balance of vegetation and hard surfaces, including providing sufficient space and soil volumes for tree planting, and to reduce heat island effects.

How should this study be prepared?

A Parking Study should be based on established policies and parking rates and supplemented by available local survey data. A parking study should recognize the general principle that the parking demand generated by a proposed development should be accommodated on-site and not rely on on-street parking or off-street parking facilities to satisfy the demand. This work may include provisions for shared parking facilities.

A Parking Study should at a minimum contain:

Introduction

- › Address of the property
- › General site location of the subject property
- › Project Name (if applicable)
- › Applicant and owner's contact information

How should this study be prepared? (continued)

Introduction (continued)

- › Author name, title, qualifications, company name and appropriate stamp
 - › Brief description of the proposed development
 - › Overview of the study area
 - › Purpose of the study
 - › Location and context map
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Proposal Description and Context

- › A description of the proposal, development stats (such as number of units, site area) type of development proposed, height, parking areas, access points, location of amenity areas, proposed phasing
 - › A description of the existing on-site conditions as well as surrounding areas, roads, natural areas, buildings, parking areas
 - › Concept Plan for the development including building location, parking, access (vehicular, cycling and pedestrian) and circulation, amenity areas, landscaping, grading and natural features and any natural hazards
 - › The zoning of the site
 - › Zoning Bylaw parking requirements, as well as recommended parking requirements from other City wide parking studies
 - › Any previous parking reductions granted
 - › Parking required for the proposal broken down by land use. For residential developments, the number of vacant units, unit type (1-bedroom, 2 bedroom, etc.) and the number of parking spaces for the residents and visitors
 - › Accessible parking requirements and the number of accessible parking spaces proposed
 - › Inventory of legal existing parking and off site parking agreements
 - › Tenant listing – unit number, tenant/business name (identify those that are vacant or unoccupied, Gross Floor Area (GFA) m², and hours of operation
 - › For vacant units, identify future tenants and/or proposed uses. If future tenants are unknown, a worst case scenario should be assumed for the parking assessment (in terms of projected parking demand).
 - › Location of nearest transit facilities and other existing TDM measures.
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Investigation/Evaluation**Zoning Bylaw Assessment:**

- › Compare the proposed parking supply to the governing zoning bylaw and identify any deficiencies.

Parking Survey:

- › The parking survey will determine the parking demand for a particular use. It involves a count of the number of vehicles on the site at regular intervals over a number of days:
 - › Identify the days and times the survey was completed
 - › Identify the intervals established to collect the observed parking demand and the weather conditions
 - › Identify any assumptions.

How should this study be prepared? (continued)

Investigation/Evaluation (continued)

Parking Survey Results:

- › The parking survey will estimate the parking demand for a particular use. It involves a count of the number of vehicles on the site at regular intervals over a number of days. At a minimum, surveys shall be completed hourly during the proposed development's period of peak parking demand (e.g. offices are anticipated to peak during weekday business hours). Surveys may be completed at proxy sites similar to the proposed development in terms of land use and context:
 - › Identify the days and times the survey was completed
 - › Identify the intervals established to collect the observed parking demand and the weather conditions
 - › Divide parking demand into the types of vehicles (general, accessible, electric, small vehicle, etc.)
 - › Identify any assumptions. If the surveyed site consists of multiple land uses, the consultant should make best efforts to separate the observed parking demand by different land uses to establish the parking rates (e.g. residential rate vs. retail rate)
 - › In the event that parking survey cannot be done, the consultant should consider using historical surveyed data from other proxy sites, as well as the parking ratios from the ITE Parking Generation manual for the assessment.
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Impacts and Mitigation Measures

- › Outline any other considerations with regards to parking requirements such as accessibility, transit infrastructure, and Transportation Demand Management (TDM) measures
 - › Summarize the results of the parking analysis and the recommended parking requirements of the proposed development.
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Recommendations

- › Summary and conclusions of the studies and how they support the development and any special considerations or conditions that should be imposed
 - › Any recommendations, or conditions that should form part of a decision on the matter.
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Drawings and Supporting Information

- › The study should be presented in a written report format together with a plan component
 - › The results should also be presented in a spreadsheet format in the appendix.
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What else should we know?

The scope of the study should be discussed with the community planner and/or other staff or agencies as part of the pre-consultation process.

Additional Terms

To be identified by the local municipality where proposed development is located.

Study Submission Instructions

To be identified by the local municipality where proposed development is located.

What other resources are there?

Ontario Professional Planners Institute (OPPI) – [Hire an RPP](#)

Professional Engineers of Ontario – [Why employ a professional engineer?](#)

About these Terms of Reference

These Terms of Reference were developed as a joint effort with participation by representatives from all York Region municipalities and the Region. The Terms of Reference are in widespread use across the Region, with local requirements added as prescribed by each municipality at the pre-consultation stage.

The need and scope for this study will be decided by a municipality during initial pre-consultation process with input from partner agencies. This pre-consultation process may include:

- Determination if this study is applicable
 - Confirmation of criteria within these Terms of Reference that are appropriate for your development project
 - Identification of specific technical components that need to be addressed
 - Identification of detailed standards to be met
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Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether or not the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required. The cost of the peer review will be borne by the applicant.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and returned to the applicant.