



## Off-Site Parking – Leasing Information Sheet

Off-site parking may be used to satisfy the parking requirements of the City of Richmond zoning regulations provided:

- The off-site parking area or parking lot is in a zoning district, which permits parking areas or parking lots.
- The parking spaces are available exclusively for the proposed use during its hours of operation. **[NOTE: They may not be spaces that are required by other uses to meet their parking requirements.]**
- The parking must be within a three hundred foot (300') radius of a principal entrance. **[NOTE: A five-hundred foot (500') radius is permitted within the boundaries of the PO-2 (Carytown) Parking Overlay District and within the B-4, B-5, B-6, RF-1, RF-2, CM & DCC zoning district boundaries.]**
- The off-site parking must also have signage that identifies the business/dwelling use to which the space(s) are dedicated and the hours of their availability. **(IMPORTANT: Please verify with the lessor that they are willing to let you place identification signage upon the leased property.)** The sign(s) shall be a minimum of 1' x 1' in dimension, but cannot exceed four (4) square feet total and may not have any advertising (i.e. – name of establishment, logo, etc.) located on it. In lieu of a sign, identification of the space on the pavement surface is also permitted. **[NOTE: Off-premise identification is not required within the boundaries of the PO-2 (Carytown) Parking Overlay District.]**
- A business location must also post, in a conspicuous location, the location and availability of such off-site parking spaces. **[NOTE: Not required within the boundaries of the PO-2 (Carytown) Parking Overlay District.]**
- If the off-site parking area is under the same ownership control as the property that requires the parking, a letter from the owner of the properties that meets the above requirements is required.

If the off-street parking area is in a different ownership than the property that requires the parking then, in addition to the above requirements, a formal lease agreement must be submitted to the Zoning Administrator and the City Attorney for their approval. The written lease or other legal agreement shall include the following:

- The address for which the parking is required.
- The address of the off-site parking area.
- A site plan showing the location of the specific parking spaces.
- The lease must be for a minimum of a two (2) year time period
- The lease must contain the following specific language for all uses:

***“The Zoning Administrator shall be notified in writing at least thirty (30) days prior to either party canceling the lease.”***

In addition, the lease must also contain the following specific language:

***For residential uses: “Leased parking spaces shall be dedicated and reserved for the exclusive twenty-four (24) hour use of the lessee.”***

***For non-residential (business) uses: “Leased parking spaces shall be dedicated and reserved for the exclusive use of the lessee during normal hours of operation.” [See: 114-710.4(2)]***

- The lease must identify the form of ownership (i.e. - partnership, corporation, LLC, etc.) **and** the authority by which the lease was executed (i.e. – president, agent, corporate officer, owner, etc.) for both parties as well as the names, signatures, addresses and telephone numbers of all parties involved in the lease.