



Parking Variance Application

Date of Application: _____

Name of Applicant: _____

Address of Property: _____

Permit Application or Site Plan Review #: _____

A brief narrative explaining the type of use and the reason for the request for a parking variance:

Approved: _____ Denied: _____

Approved by: _____

Date of Approval: _____

Parking Variance #: _____

The required number of off-street parking spaces may be reduced by not more than ten (10) percent of the total required number of off-street parking spaces where necessary to preserve existing trees in accordance with the standards of Section 3-9-100.3, tree requirements. This reduction in parking may be authorized by the Zoning Official or his/her designee. Any applicant seeking a reduction shall submit a site plan

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18400 Murdock Circle | Port Charlotte, FL 33948-1068
Phone: 941.743.1964 | Fax: 941.743.1598

illustrating the improvements, parking area, and locations, sizes, and types of trees to be preserved.

A narrative describing in significant detail the measures to be taken to ensure the survivability of the trees shall accompany the site plan. The Zoning Official or his/her designee shall review the submission and render a determination on the requested reduction. An appeal of this determination shall be heard by the Board of Zoning Appeals pursuant to Section 3-9-6.1, administrative appeals.

The required number of off-street parking spaces may be reduced as approved by the county engineer or his/her designee. Any applicant seeking a parking reduction shall submit a parking study prepared by a licensed professional engineer that provides justification for the requested reduction. As a part of the justification, parking study should include at least three sample sites (and their parking details) that are comparable to the subject site. At a minimum, the parking study shall address, where applicable:

- The type of use(s).
- Total square footage by use(s).
- Number of spaces required at peak parking demand.
- ADA-accessibility requirements.
- Employment characteristics including, but not limited to, total number of employees and the number of employees per shift.
- A description of any factors that may reduce or increase the parking demand

The applicant may choose to further support the proposed number of parking spaces by providing documentation on the experience of similar uses located in the same or other jurisdictions

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