



PARKING LOT MODIFICATION INFORMATION SHEET

According to Section 4-4-4 of the Zoning Ordinance, a parking lot modification (or "re-striping") permit is required when one or more of the following are proposed for any developed sites within the City of Irvine:

1. Resurfacing of an existing parking lot that will require parking lot re-striping.
2. Re-striping of an existing parking lot with or without resurfacing.
3. The addition of any standard, carpool, compact, long term, motorcycle, parallel, or handicapped parking space.
4. Re-grading of an existing parking lot that will require parking lot re-striping.
5. Modifying, adding and/or altering the existing on-site parking lot landscaping (e.g. landscape fingers).

NOTE: If you are applying for a tenant improvement building permit or a grading permit, the parking will be reviewed as part of the building plans **if you designate that work on the application**. A separate permit for the parking lot modification will issue with the building permit. Note that a grading permit is required whenever removal of pavement exceeds 3000 square feet or excavation exceeds 50 cubic yards. For additional information on grading permits, consult the Irvine Grading Regulations or contact Tom Polson at (949)724-6367.

If you have any questions about the items requested, please call the Development Assistance Center at (949) 724-6308 or the Building and Safety Information Line at (949) 724-6313.

Cost: Fees will be assessed for a Parking Lot Modification Permit as follows:

1. Parking Lot Modification Plan Check Fees:

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| a. | Planning Review | \$158.00 |
| b. | Building and Safety Plan Check (Min. ½ Hour) | \$ 67.50 |
| c. | Automation Fee | 5% of plan check fee |

2. Parking Lot Modification Permit Fees*:

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| a. | Parking Lot Re-striping in all Planning Areas | \$.65/space |
| b. | Parking Lot Resurfacing in all Planning Areas | \$.06/sq.ft. |
| c. | Permit Issuance (applies to all permits) | \$ 37.00 |
| d. | Microfilming fee | \$.75/sheet |
| e. | Automation Fee | 5% of permit fee |

* The minimum Inspection Fee is \$162.00, and the maximum Inspection Fee is \$407.00 + issuance, microfilm, and automation.

Submittal Requirements:

In order to receive a Parking Lot Modification Permit, complete a standard City of Irvine Building Permit application. Be sure to check the "parking modification" box on the application. Submit the application at the permit processing counter of the Community Development Department. It must be accompanied by four (4) copies of a 30" x 42" site plan that clearly identifies all grades and the area(s) affected by this parking lot modification. The site plan shall include the following:

1. A parking summary identifying the number of parking spaces proposed and the total number of spaces required based on the requirements outlined within the Parking Chapter of the City of Irvine Zoning Ordinance.
2. A building summary that identifies the total amount of gross square footage allocated by land use for each building on-site (e.g. office, R&D, manufacturing, warehouse).
3. A note referencing previous approvals (e.g. conditional use permits, parcel maps, variances, etc.).
4. A typical City of Irvine parking space striping detail, in accordance with the following parking space dimensions, shall be included as part of the submittal:
 - a. Handicapped Spaces 14'-0" x 19'-0" (includes a 5'0" loading ramp)
 - b. Standard Spaces 9'-0" x 19'-0"
 - c. Compact Spaces 8'-0" x 16'-0"¹
 - d. Long-term Spaces 8'-6" x 19'-0"
 - e. Parallel Spaces 8'-0" x 22'-0" (If a parallel space abuts 1 or fewer parallel spaces the length may be reduced to 20'-0".)
 - f. Motorcycle Space minimum of 56 square feet with cement surface
5. Details of path of travel and access ramps for the physically challenged

Your Parking Lot Modification application will be reviewed within approximately five business days. If corrections are necessary, a second review will be conducted within approximately three business days of your re-submittal.

Inspections Required:

After obtaining a Parking Lot Modification Permit and/or grading permit, all applicants are required to call for an inspection and obtain approval from a building inspector. Inspections can be scheduled by calling (949) 724-6501.

¹ Per CC Ordinance No. 01-03, adopted March 13, 2001, new compact parking spaces are permitted only in parking structures that serve office buildings. Where existing compact stalls are proposed for restriping or resurfacing, please contact the Development Assistance Counter at (949) 724-6308 for further information.