



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.