

Parking Information Requirements



This purpose of this guide is to assist design professionals and property owners with requirements for requests for the Administrative Approval of Parking and Stacking Alternatives. A complete listing of required parking based on standard uses can be found in [Section 14-03-10](#) of the City Code of Ordinances.

To provide flexibility and respond to changing transportation demands and development patterns the Zoning Administrator, where appropriate, may approve a reduction of required parking and stacking spaces and shared parking outlined in Section 14-03-10(10) of the City Code of Ordinances, provided a parking study prepared by the applicant of their design professional is submitted for review.

Administrative Approval of Parking and Stacking Alternatives | Parking Study

A parking study for the Administrative Approval of Parking and Stacking Alternatives should include the following:

- The location, including address and legal description, of the proposed project.
- The zoning district the project is located in and adjacent land uses.

- A building plan to scale, indicating separate use areas (office space, dining, storage, restrooms etc.). Building plans should include maximum occupancy of the building and or separate areas.
- A detailed narrative outlining general business operations, number of employees on the largest shift and hours of operation. If different activities or uses will occur at different times and/or in separate rooms (non-simultaneous use), this should also be detailed.
- Indicate existing parking on site.
- Indicate required parking as outlined in the City Zoning Ordinance. Include any reductions allowed in the ordinance including on-street parking, bicycle parking, and or compact parking and shared parking.
- Parking Survey and analysis, if required by the Zoning Administrator.
- Documentation of the source(s) of data used to justify reduced parking including similar uses and parking recommendations from at least one peer community and the Institute of Traffic Engineers (ITE), the American Planning Association (APA), the Urban Land Institute (ULI), or other acceptable sources as approved by the Zoning Administrator.

Additional Considerations

Additional considerations will be given to adaptive re-uses, surrounding land uses, anticipated users, seasonal uses, low- and moderate-income housing, availability of transportation choices, walkability index score and existing and proposed pedestrian infrastructure.

Shared Parking | Parking Study

A parking study for the approval of Shared Parking should include the following:

- The location, including address and legal description, of the proposed project and off-site parking, if provided.
- The zoning district the project is located in and adjacent land uses.
- A building plan to scale, indicating separate use areas (office space, dining, storage, restrooms etc.). Building plans should include maximum occupancy of the building and/or separate areas.
- A detailed narrative outlining general business operations, number of employees on the largest shift and hours of operation. If different activities or uses will occur at different times and/or in separate rooms (non-simultaneous use), this should also be detailed.
- Indicate required parking as outlined in the City Zoning Ordinance. Include any reductions allowed in the ordinance including on-street parking, bicycle parking, and/or compact parking and shared parking.
- Indicate that all design requirements of Section 14-03-10 can be met.
- Indicate adequate and safe pedestrian access is provided to and from shared parking areas.

Additional Considerations

If an off-site parking area is utilized for shared parking and is not under the same ownership as the principal use served, the following will be required:

- Verification that any shared parking will not decrease the required parking for the use(s) offering shared parking.
- A written shared parking agreement, including heirs and assigns of the properties will be required. An attested copy of the agreement between the owners of record must be submitted to the Zoning Administrator for review and approval and be recorded with the Burleigh County Recorder. Any subsequent change in use or dimensions by either party will require proof that the minimum parking requirements of the approved shared parking agreement are met.

For additional information, contact the City of Bismarck Planning Division at 355-1840 or visit the City-County Office Building 221 N. 5th Street during standard office hours.