



SAFE PARKING SITE Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a safe parking host site, as defined by [Ordinance No. 10-21 N.S.](#) Additional materials may be required by the Community Development Director depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
 - Digital copy of planset
 - 1 reduced-sized set of plans at 11" by 17"
- TITLE SHEET** - Include:
 - Title block with the project name, address, assessor's parcel number and contact information
 - Project description with a proposed scope of work
 - Vicinity map with north arrow, project location and major cross streets
 - Data table with the general plan designation, zoning district, lot size and lot width
- SITE PLAN** (1'-0" = 1/8" min. scale) - Show:
 - Property boundaries and dimensions
 - The proposed location and type of required facilities (restroom, potable water, and trash facilities)
 - The proposed location of parking spaces designated for safe parking, and 10' setbacks to adjacent properties and existing buildings as required per Richmond Municipal Code Section 9.40.018.030(D)(10)
 - Footprints, dimensions and setbacks to existing/proposed structures and property lines
 - Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
 - Existing/proposed fences and fence heights
 - Easements and waterways, if any
- SITE MANAGEMENT AND OPERATIONS PLAN** (1'-0" = 1/8" min. scale) – Written description describing the proposed functions of the site, including:
 - A list of other uses conducted on the site and their hours of operation, demonstrating that the primary use will not conflict with the safe parking use.
 - The number of safe parking spaces provided and the days and hours the spaces will be available for safe parking.
 - A description of program management, including procedures for site monitoring, participant screening, and provision of facilities and services.
 - A description of how waste disposal, including both greywater disposal and trash disposal, shall be managed by the host site according to best management practices and city regulations.
 - A description of how the site will meet the performance standards as provided in Richmond Municipal Code Section 9.40.018.030(D).