

Automobile Sales Site Plan Checklist

All vehicle sales businesses require a site plan to be submitted to show your parking plan before your business license can be issued. This is to ensure your parking meets the City's standards from the Zoning Ordinance in *Ch. 4: Primary Land Uses*.

Use the following guidelines to prepare your site plan:

- Customer parking spaces required: 1 space per every 300 sq. ft. of enclosed floor area + 1 space per every 5,000 sq. ft. of outdoor display area (inventory car parking)
- Minimum parking space sizes (Site plan must show which spaces are for customer parking.):
 - Inventory car parking space 8' x 18'
 - Customer parking space 9' x 19'
- Minimum 22' drive aisles where required.
- Cars cannot be parked in front of curb cuts. Curb cut must be removed if not in use.
- Tandem parking (bumper to bumper) allowed behind the building.
- Paved parking lots must be maintained and repaired including new striping if needed.
- Gravel lots are allowed to continue for existing lots only. Gravel lots are not permitted for new lots or lots which have been vacant for 6 months or more. Where gravel lots are allowed to continue, wheel stops are required for customer parking spaces.
- No more than one vehicle display pad for every 100 feet of street frontage. Vehicle display pad may be elevated up to 2 feet above adjacent displays or grade level. No racks that tilt vehicles to show underside.

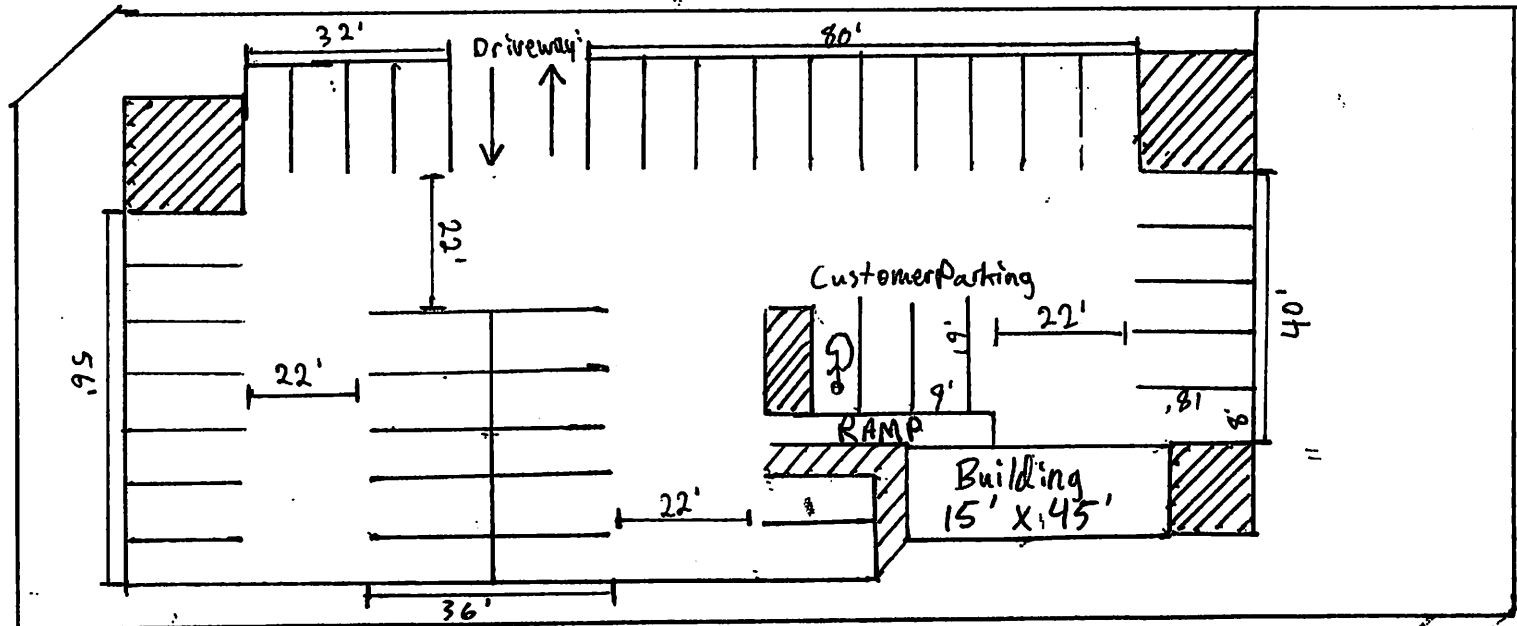
If the business location was previously used as vehicle sales and has not been vacant for more than 6 months, you can use the site plan from the previous use if one is on file.

If the business location was not previously used as vehicle sales, or it was and has been vacant for more than 6 months, the site will need to meet all current zoning standards including parking, landscaping, storm water, etc. It is recommended that a feasibility inspection be scheduled for your site or a meeting scheduled with staff to discuss the code requirements before you lease the space.

Sample Parking Plan

STREET NAME

STREET NAME



- Customer Parking = 3 spots (9' x 19')
- Inventory Parking = 38 spots (8' x 18')
- All drive aisles are 22' wide