



Zoning Enforcement Officer

TOWN OF WATERTOWN
Department of
Community Development and Planning
FACILITIES INSPECTION DIVISION

Administration Building
149 Main Street
Watertown, MA 02472
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www.watertown-ma.gov

PARKING ANALYSIS INSTRUCTIONS

PURPOSE: ARTICLE VI of the Watertown Zoning Ordinance requires that all structures and land uses eventually be provided with sufficient off-street parking to meet the needs of persons employed at or making use (e.g.: customers, visitors, patrons, patients, occupants, etc.) of such structures or land, no land shall be used and no building shall be erected, enlarged or used unless off-street parking spaces meeting the requirements of this Section are provided.

Therefore, in order to ensure the off-street parking requirements are met, the attached Parking Analysis Form is required to be filled out completely for all Building, Zoning, and Planning Permits which include the following scopes of work:

1. **Change of Use/Occupancy** – When changing the use or occupancy of an existing commercial/industrial tenant space.
2. **Addition or Expansion** – An addition or expansion of an existing commercial building and/or tenant space.
3. **New Construction** – Any construction of a new commercial/industrial building.

INSTRUCTIONS: The attached forms must be filled out and signed by property owner/manager/leasing agent, for Zoning staff to review at time of submittal. Also, provide two (2) copies of a site plan, drawn to scale, showing all property lines, the location of the businesses and notes use of each tenant space, their gross square footages, and parking lot layout with the number of spaces labeled (see sample site plan). Building permits will not be issued unless documentation clearly shows sufficient parking is available on site for all uses, existing and proposed. Refer to Section 6.01, Required Off-Street Parking Spaces, in the Watertown Zoning Ordinance for filling out the attached Parking Analysis Form. The Watertown Zoning Ordinance may be accessed via the Town's website at www.watertown-ma.gov.

For any question regarding the attached forms and instructions, please contact the Watertown Zoning Office at 617.927.6427 or email us at mmena@watertown-ma.gov or lcivetti@watertown-ma.gov.

Example Commercial Site Plan

While the commercial site plan is not a replacement for detailed civil drawings, information shown on the commercial site plan must be identical to the same information as shown on the more detailed civil drawings.

A vicinity map showing the subject property in relation to the general area must be provided. The vicinity map should show an area of approximately 1/8 to 1/4 mile diameter.

Show location of all fire hydrants located on roadways adjacent the subject property.

Identify accessible route to the public way as well as on-site accessible features and routes of travel.

Show loading zones.

Show and label purpose of all easements.

Critical areas such as wetlands and their associated buffers must be shown.

Identify square footage of each tenant space.

All information shown below must also be included on your site plan.

Project name: _____

Parcel number: _____

Site address: _____

Zoning district: _____

Lot size: _____

Square footage of building: _____

Building height: _____

Required setbacks (measure from finished walls):

Front _____

Rear _____

Sides _____

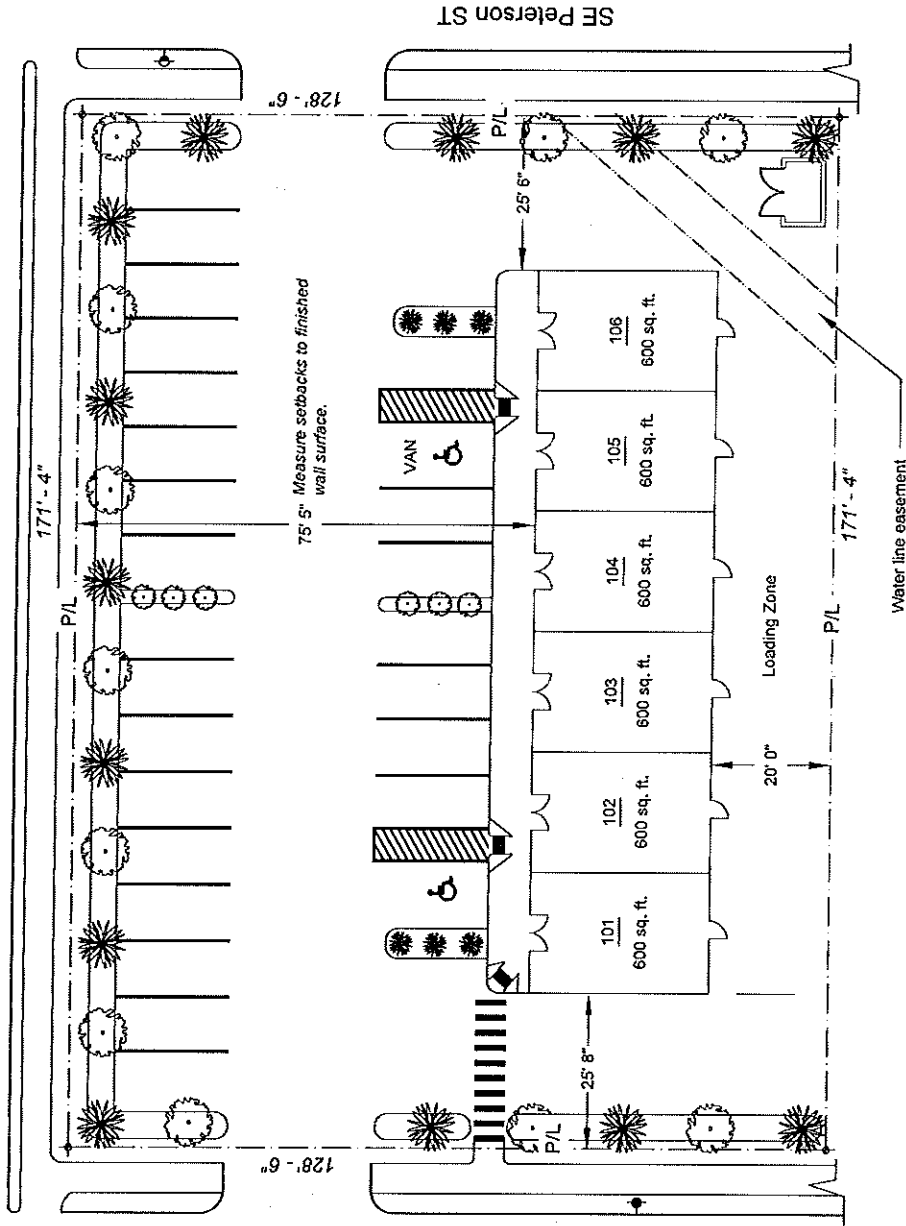
Number of required parking: _____

Parking provided: _____

Compact spaces: _____

Hydrant 

112th AVE SE



SCALE: 1"=20'

