



Parking and Loading Operations Plan Requirements

**Mobility Division
1685 Main Street, Room 115
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Santa Monica, CA 90407-2200**

The Parking and Loading Operations Plan (PLOP), as required by Santa Monica Municipal Code Section 9.28.030, details the daily operations and circulation of parking facilities. The PLOP shall be submitted to the Director for review and approval and shall provide the following details:

Project Location

- Describe project location
- Provide project description, including site circulation, total number of parking and loading spaces
- For surface parking lots, describe the screening proposed

Layout

- Explain the structure and layout of the parking lot/structure, include diagrams and plan sheets
- Identify the location of the driveway(s)
- Identify the location and amount of queuing space
- Specify the surrounding street and alley network
- Identify turning restrictions, if any
- Specify reserved and unreserved parking spaces
- Include the number of parking spaces by type and include their locations:
 - Standard, compact, ADA
 - Tandem or Mechanical Stacker
 - Automated parking
 - Electric vehicle charging
 - Vanpool/rideshare
 - Employee or resident
 - Short and long-term bicycle parking
 - Car share spaces

Accessibility and Circulation

- Explain vehicular ingress and egress from the parking lot/structure
- Identify the location of any driveway gates, parking ticket dispensers, gate arms and payment booths
- Describe any valet or attendant operations
- Describe vehicular access and circulation for each of the different users
 - Resident users and visitors
 - Commercial customers and employees
 - Shared parking
 - Passenger and freight loading
- Describe pedestrian and bicycle circulation
- Include the hours of operation for all users
- Identify stationed ticketing booth operations
- Indicate wayfinding elements and signage

Loading

- Provide the dimensions for all passenger and freight loading spaces
- Show path of travel from the loading space to the locations it serves
- Describe loading operations, including hours, frequency and timing of use, truck sizes and circulation patterns.
- Include a description of the loading space screening

Miscellaneous

- For mechanical parking, provide a nonoperation plan describing the process for vehicle intake and retrieval in case of power outage or mechanical failure. Other requirements may apply to mechanical parking.
- If applicable, describe the unbundled selling or leasing arrangement for parking spaces