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

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6427  
Fax: 617-926-7778  
www.watertown-ma.gov

Zoning Enforcement Officer

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](http://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.
# Parking Analysis Form

Site Address: ____________________________

APN: ____________________________

Plan Check #: ____________________________

☐ Approved  ☐ Denied  ☐ More Information Required

<table>
<thead>
<tr>
<th>Name of Businesses</th>
<th>Address/Space</th>
<th>Use</th>
<th>Gross Square Footage</th>
<th>No. of Restaurant Seats (if applicable)</th>
<th>Parking Ratio Requirement*</th>
<th>Spaces Required</th>
<th>Required Spaces Rounded up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Spaces Required

Total Spaces Provided

Difference

I certify that the above analysis data is true to the best of my knowledge.

______________________________
Property Owner or Leasing Authority's Signature

______________________________
Date

______________________________
Staff Signature

______________________________
Print Name

______________________________
Date
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 to 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

Scale: 1"=20'