



# Data Form

## Online Parking Database

Click on SUBMIT button, or save and e-mail to: JWest@TransFormCA.org

**Thank you so much for your time!** Your participation is deeply appreciated. You are contributing to our efforts to make the Bay Area more affordable by supporting more homes built with and near affordable, healthy, and safe transportation.

**Please complete this form using Adobe Reader. When complete, there are three ways to return the form:**

- 1) Click "submit" (top right corner) and your responses will be automatically submitted.
- 2) Save the file to your computer with the building name and your initials added to the end of the file name (DataForm\_building\_JW), and email to [jwest@transformca.org](mailto:jwest@transformca.org).
- 3) Print and complete the form by hand, scan it and send back as an email attachment. We prefer the first two options.

If you need to come back to the form to find additional information or need to fill it out over a couple days, save the form to your computer. If you don't save the form or send submit the results will NOT be saved.

In all of the sections below, please use as much space as necessary to answer the question. Text boxes will allow additional text as you type. **Text will shrink when you exceed the capacity OR if you exceed allocated space you will need to scroll through the answer to see what is included.** \* **All required fields have an asterisk** and will show up with a red outline in the pdf form.

**Section 1**                      **TransForm Parking Data Collectors**  
**Sections 2-5**                **Property Managers on-site**  
**Section 6**                    **Development Organization Staff or on-site Property Managers**

### 1. Parking Data Count (To be completed by TransForm data collector) Parcel PIN (internal use only)

Parking Count Date	Time	Observed spaces total	Observed occupied spaces
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### 2. Contact Information

Building Name(s):*			
Street Address(s):*		City:*	
State:	Zip Code:	County:	
Name:*	Email:*	Date Completed:*	
Title: <input type="checkbox"/> Property Manager <input type="checkbox"/> Resident Coordinator <input type="checkbox"/> Real Estate Development Staff (Housing Developer) <input type="checkbox"/> Other: _____			
Email:*			
Developer Owner/Management:*		Phone:*	
Property or developer website:			
Total number of units:*		Total number of parking spaces:*	
Single Building, Number of Floors:		Multiple Buildings: Building Name, # of Floors/units <i>ex: Building A: 5 floors (30 units):</i>	
Mixed-use building? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know		If yes, what uses are included?	
Total number of residents:		Total number of employees in building:	
What are your overall thoughts on parking space and transportation management? (Do you have enough parking? Not enough? Too much? What are the top complaints or concerns you hear about? What could make it work better?)			

If you'd like to stay in touch and learn more about these efforts please check this box to receive updates about the GreenTRIP Connect Initiative.

3. Property Parking Information (to be filled out by on-site staff)



**Total number of vehicle parking spaces** (should be the same as on first page):\* \_\_\_\_\_

**THERE WILL BE DOUBLE COUNTING. PLEASE STATE "NONE OR DON'T KNOW" INSTEAD OF LEAVING BLANK**

Location of and type of parking spaces	Total # spaces	How parking spaces are used	Total # of spaces
Surface Spaces (outside uncovered, or with canopy, but not enclosed, on-site and off-street)		<b>For Off-Street Residential use</b> (can be in a garage or next to building. If only residential all)	
Garage Structured Spaces (enclosed within a common garage at street level or above. We cannot include individual/private enclosed garages)		<b>Other uses for parking spaces</b> (ex: "disabled" or "visitor," please describe and include #):	
Underground Spaces (below street level, including partially underground)		<b>For Off-Street Non-Residential exclusive use</b> (off-street, reserved for non-residential, not shared)	
Bikes (not number of bike racks, but number of bikes that could fit)		<b>For Off-Street Non-Residential shared use with residents</b>	
Scooters/motorcycles		<b>Commercial Vehicle Loading Spaces</b> (off-street)	
Car share Spaces (reserved for shared cars)		<b>For Off-Site Residential use</b> (spaces reserved for residents off-site and away from residence (could be up to a block away). Most common in urban locations.)	
In Tandem Configuration, total # spaces (one space behind another, total # of cars that could park in tandem)		<b>For On-Street Residential use</b> (Street parking designated, but not reserved for residents. Not common.)	
In Parking lifts (stackers, total spaces in lifts, not # of lifts)			
<b>Total Residential parking used (current):</b>		<b>Number of spaces used (average):</b>	<b>Number of spaces unused(average):</b>
<b>Are parking spaces assigned?</b>  <input type="checkbox"/> YES, All <input type="checkbox"/> NO <input type="checkbox"/> SOME	If YES, # of spaces assigned: _____		# of spaces unassigned: _____
	What records do you keep of current parking utilization? _____		
	# of resident parking permits currently issued: _____		
	Is there a waitlist for assigned parking spaces? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, # spaces requested? _____
If YES, how are parking spaces assigned?			
<input type="checkbox"/> First come, first served			
<input type="checkbox"/> First space assigned, add'l space if available			
<input type="checkbox"/> Resident keeps space as long as it is needed			
<b>Are residents allowed to park anything besides a car in a parking space?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Rules: _____			
<b>What do you require for a resident to park on site?</b> <input type="checkbox"/> Proof of registration <input type="checkbox"/> Proof of insurance <input type="checkbox"/> CA Driver's license (Check all that apply) <input type="checkbox"/> Other: _____			
<b>Do you monitor parked cars to enforce parking by residents?</b> <input type="checkbox"/> YES If Yes how: _____ <input type="checkbox"/> NO <input type="checkbox"/> Don't know		<b>Do you allow non-residents to purchase parking on-site?</b> <input type="checkbox"/> YES, # of spaces _____ <input type="checkbox"/> NO <input type="checkbox"/> Don't know	
<b>If mixed use does are there charges for commercial parking?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>If yes, what is the average hourly rate?</b> \$ _____ <b>If yes, what is the average monthly rate?</b> \$ _____	
<b>Do some residents park off-site?</b> (in the neighborhood or on surrounding streets)		<b>If YES, # of cars parked off-site, on average:</b> _____  <b>How do you know?</b> _____	
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Some <input type="checkbox"/> Don't know	

**Unbundled parking** (car parking paid for separate from housing)? **Do you charge residents for parking?\***  YES  NO (If no, skip to next section)

# of spaces: _____	Price of parking: \$ _____	<input type="checkbox"/> Annual and/or \$ _____	<input type="checkbox"/> Monthly
<b>How often does the parking cost change?</b> <input type="checkbox"/> Annually <input type="checkbox"/> Every few years <input type="checkbox"/> Don't know		<b>How is the price of parking set?</b> _____ <input type="checkbox"/> Don't know	



# Neighborhood Parking Restrictions (can be completed by Data Collector)

Is possible to park along the street(s) adjacent to the site/building? Time limits (check all that apply): <input type="checkbox"/> 30 min <input type="checkbox"/> 1 hour <input type="checkbox"/> 2 hour <input type="checkbox"/> 4 hour	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know If yes, number of streets: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> All
Is street parking within a couple blocks surrounding the site time restricted? Time limits (check all that apply): <input type="checkbox"/> 30 min <input type="checkbox"/> 1 hour <input type="checkbox"/> 2 hour <input type="checkbox"/> 4 hour	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know
Is street parking within a couple blocks metered? Price of street parking per hour, if any \$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know
Is the site located within a city run residential parking permit district? If YES, describe details (i.e. District name, annual cost of permit, total permits allowed per residence): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know
If YES, do your residents get access to neighborhood permits? Describe details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know
Do residents use offsite parking private parking? (i.e. rental garage with monthly/overnight parking leases) If YES, describe details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know

## 4. Building Information (to be filled out by property manager if information is available)

**Current Occupancy:**\* \_\_\_\_\_ Number of units

	Studio	1 bedroom	2 bedroom	3+bedroom	Subtotal
Total # units in building					(auto-sum)
Monthly average rental cost					

### Affordability (number of units)

If all units are market rate, please leave blank.

	Studio	1 bedroom	2 bedroom	3+bedroom	Subtotal
BMR 81-120% AMI (moderate)					(auto-sum)
BMR 61-80% AMI (low)					(auto-sum)
BMR 51-60% AMI (low)					(auto-sum)
BMR 31-50% AMI (very low)					(auto-sum)
BMR below 30% AMI (extremely low)					(auto-sum)
<b>Subtotal</b>	(auto-sum)	(auto-sum)	(auto-sum)	(auto-sum)	(auto-sum)

**Notes** (Describe how you interpreted categories, or if Section 8):

### Residence Type (number of units)

	Studio	1 bedroom	2 bedroom	3+bedroom	Subtotal
Open to Any					(auto-sum)
Family Housing					(auto-sum)
Senior Housing					(auto-sum)
Disabled/Special Needs					(auto-sum)
Other (SRO, Student, please indicate):					(auto-sum)
<b>Notes</b> (i.e. Only senior units are affordable, etc.):					

### Occupancy (number of units)

	Studio	1 bedroom	2 bedroom	3+bedroom	Subtotal
Vacant units					(auto-sum)
	0-15 yrs	16-24 yrs	25-34 yrs	35-64 yrs	Over 65
Estimated # of Residents in age group					

## 5. Traffic Reduction Strategies



### Free or discounted transit passes?

Transit passes provided?\*

YES  NO (If no, skip to next section)

Are transit passes for residents  free  discounted  full price? Describe details: \_\_\_\_\_  
(example: first one free per unit, residents pay discounted cost for additional passes/unit)

If free, how do you pay for the passes? If discounted, how do you administer fee collection for passes? \_\_\_\_\_

Which transit agency are the passes for? <input type="checkbox"/> AC Transit EasyPass <input type="checkbox"/> VTA EcoPass Other: _____	# of years passes provided to residents to date?	
	# of years passes will be provided? (total length of commitment)	

Is every unit required to have a pass? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you reimburse residents upon purchase of a pass? If so how much? \$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
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What is the time required to provide passes?

What are challenges and/or benefits of transit passes?  Don't know

Comments:



### Is car share available?

Is car share located on-site or within a couple blocks?\*

YES  NO (If no, skip to next section)

Is car share membership for residents:  free  discounted  full price?

Describe details: (If free how do you pay for the memberships?) \_\_\_\_\_

How many residents do you estimate use car share? \_\_\_\_\_ # of residents or \_\_\_\_\_ % of residents  Don't know

Which car sharing network is located at this site? (Select all that apply) <input type="checkbox"/> City CarShare <input type="checkbox"/> ZipCar <input type="checkbox"/> Other _____ <input type="checkbox"/> Don't know	# of years car share memberships provided to residents? _____	<input type="checkbox"/> Don't know
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Do all eligible drivers get a membership? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know	One membership per unit? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know
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How many shared cars are located on site or within a couple blocks of the property?	Cars are located: <input type="checkbox"/> on property # _____ <input type="checkbox"/> on the street # _____
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Is every unit required to have a membership? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know	Do you charge car share for parking on your property? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, annual charge: \$ _____
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What are the challenges and/or benefits of offering car sharing memberships?  Don't know

Comments:

### Bicycle parking facilities?\*

YES  NO (Even if no, do questions below as some may still apply)

Do you have a secured bike parking room for residents? If yes, # of bike spaces? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have secured, weather protected bike storage for guests? <input type="checkbox"/> YES <input type="checkbox"/> NO How many spaces? _____
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Describe details (i.e. Bike parking found at main building entrance and racks along street facing building):

Do you have bike share nearby? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are bikes allowed in units? <input type="checkbox"/> YES <input type="checkbox"/> NO
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### Other transportation amenities?

Do you provide shuttle service to residents? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Don't know	If yes, please list destinations and frequency of service (grocery store, BART, hospital, library, main street; 3 times a day):
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Do you offer: Way-finding signage, real time transit arrival digital displays, extra: seating, lighting, art, landscaping at bus stops, etc. If yes, describe details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Do you promote transportation options to new residents with fliers or a webpage with property specific travel info? If yes, describe details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**5. Entitlement background and Ongoing Data Collection Information**  
(can be completed by development organization staff)

Total square footage:

Residential square footage:

Non-residential building uses square footage:

Total site acreage:

Do you count parking utilization annually or for particular projects?  YES  NO  Don't Know

If so, do you have reports to share?

Would you be willing to update parking utilization numbers for this parking database on an ongoing basis?  YES  NO

If yes how frequently?  Annually  Every 3 years  Every 5 years

What amount of parking was required by code for this property at the time of development?

Did you apply for a waiver from that code?  YES  NO  Don't Know

For the person filling out this section of the form:

Name:

Title:

Company:

Date :

**If there are free or discounted transit passes...**

Were passes required by local planning codes or entitlement process?

YES  NO  
 Don't know

Length of commitment?

Committed via Prop IC funding?

YES  NO  
 Don't know

Length of commitment?

Voluntarily provided as a marketable amenity?

YES  NO  
 Don't know

Length of commitment?

**If there are free or discounted carshare memberships...**

Were memberships required by local planning codes or entitlement process?

YES  NO  
 Don't know

Length of commitment?

Committed to via Prop IC funding?

YES  NO  
 Don't know

Length of commitment?

Voluntarily provided as a marketable amenity?

YES  NO  
 Don't know

Length of commitment?

**If there is unbundled parking (car parking paid for separate from housing)...**

Was unbundled parking required by local planning codes or entitlement process?

YES  NO  
 Don't know

What did the code allow for with respect to unbundled parking?

Prohibited  
 Allowed  
 Don't know

Are you a member of a transportation management association (TMA) or other entity that requires periodic monitoring to ensure successful implementation of transportation demand management strategies?

YES  NO

If yes, describe details: