



Property Owner/Manager Survey

NCTCOG's Regional Parking Utilization Database

How to submit this form (*choose one from the three options below*):

1. **Online:** submit responses online through Microsoft Forms: <https://forms.office.com/r/LHYA8URqRT>
2. **Email:** fill out form in Adobe Reader, then save the file to your computer with the building name and your initials added to the end of the file name (PropertySurvey_buildingname_JW).
To submit, email to cosborn@nctcog.org.
3. **Print:** print and complete the form by hand, scan it, and send as an email attachment.

Please take as much time as your need to complete the form. Make sure to hit "save" if you need to come back and complete the form later. Please do not submit incomplete forms.

You may also contact our office and we can schedule a call to go over the form and answer any questions or assist you in completing it. **Email:** COsborn@nctcog.org **Phone:** 817-704-5631.

About This Study

Important background needed to complete this form

The Regional Parking Database will be an inventory of parking utilization rates collected from developments across the region. The goal of this study is to provide a pool of data that is accessible to the public and may be used to inform parking policy decisions and/or development parking design.

Who can participate?

- Property managers/owners
- Properties located within the greater Dallas-Fort Worth area (NCTCOG's 12-county region of Dallas, Tarrant, Collin, Denton, Rockwall, Hunt, Kaufman, Ellis, Johnson, Hood, Parker, and Wise Counties)
- Most commercial property types, such as industrial/warehouse uses, entertainment/theaters/gyms, restaurants, retail (all types), office, hospitality/hotels, multi-family residential/apartments, and mixed-use sites.

The study currently will not include single-family housing properties, entire neighborhoods, or districts. If you are unsure about whether a property meets the conditions above, please contact us.

The study will be conducted from 2022 through 2023. Data collection consists of two data collection periods per year likely occurring in different months (e.g. April and September) with multiple site visits per data collection period. The number of site visits will depend on a site's land use category. For example, an office site may require 6 visits over 3 days, while a multi-family residential site may require 3 visits over the same period. Data will be collected both manually and digitally. All data will be stored on NCTCOG's secure servers until published. Note that no individual license plates or personal data, other than what is provided on this form, will be kept or stored.



Section 1: Site Access and Information for Study Agreement

Property managers /owners representing participating sites will receive parking utilization data specific to their properties in return for participating in the study. They will also receive periodic updates on the project and access to the final Regional Parking Database and reports.

By participating in the study, a participating property’s management agrees to the following:

- Property management will provide information about the development and its parking facilities to the best of their knowledge (via this survey)
- Property management will give permission for NCTCOG staff to visit the participating site to conduct a preliminary review of parking facilities. Management will also provide any information or resources needed to help staff access the parking facility (e.g., access fob, gate code, or other method). Note that NCTCOG staff will reach out to the property manager contact listed in section 2 of this form to schedule all site visits.
- Property management agrees to one of the following methods of data collection:
 - Give permission for NCTCOG staff or NCTCOG representatives to visit the participating site and count parked vehicles multiple times during the day (manually or with technology), for at least two data collection periods a year
 - Use property management’s own staff to manually or with their own technology count the number of parked vehicles multiple times during the day, for at least two data collection periods a year
 - Share data from parking management/vehicle counting technology already on-site with NCTCOG staff for the requested data collection periods if it meets standards consistent with other methods

Note that participation is voluntary. Not all sites completing this form may be included based on project needs and resources. Please contact NCTCOG staff via email to communicate any desired changes in participation.

The primary contact for the study will be NCTCOG staff member Catherine Osborn (cosborn@nctcog.org). Please feel free to reach out with any questions throughout this process.

Check the box to confirm you have read and agree to information outlined in Section 1.

Name:

Date: ___ / ___ / ___

Section 2: Property Contact Information

Building or Business Name <i>(if applicable)</i>		
Property Address	Street:	
	City:	Zip:
Property Management Company Name		
Property Management Contact <i>(this is who NCTCOG staff will contact with follow up questions and to arrange access to parking facilities)</i>	Name:	
	Email:	
	Phone:	



Section 3: Property Characteristics

How would you describe the land use(s) at the property? (E.g., movie theater)

Which land use classification best fits the land use(s) described above?

- Mixed-use, e.g., 2 or more uses per building (complete sections 4, 5, and 6)
- Hospitality (complete section 4)
- Restaurant (complete section 5)
- Retail (complete section 5)
- Office (complete section 5)
- Industrial/Warehouse (complete section 5)
- Entertainment/Recreation (complete section 5)
- Multi-family residential (complete section 6)
- Other: _____ (complete sections 4, 5, and 6)

Complete one or more of the optional sections 4-6, then please continue to complete all of sections 7-9 on the next page.

Section 4: Hospitality Land Use: Property Characteristics

(only complete this section if the property includes "hotel" uses)

- Section not applicable

Total number of hotel units

Total square feet of meeting/conference space

Total square feet of all other guest amenities
(e.g., pool, gym, office, etc.)

Section 5: Commercial Land Use: Property Characteristics

(only complete this section if the property includes any kind of retail, office, industrial, or other commercial use)

- Section not applicable

	Total	Occupied
Total square feet of leasable indoor tenant space		
Use 1: _____ <i>(applicable only if property has more than one commercial use)</i>		
Use 2: _____ <i>(applicable only if property has more than one commercial use)</i>		
Use 3: _____ <i>(applicable only if property has more than one commercial use)</i>		
<input type="checkbox"/> Property has four or more commercial uses		
Gross building area (non-leasable common space + leasable space above)		



Section 6: Residential Land Use: Property Characteristics
(only complete this section if the property includes any kind of multi-family or other residential use)

Section not applicable

Describe the type of housing available:
(e.g., student housing, senior living, assisted living, etc.)

	Studio	1 Bedroom	2 Bedroom	3+ Bedroom	Total
Total number of units					
Occupancy rate <i>(percent and/or number)</i>					
Current monthly average rent/price per square foot					
Number of units reserved for affordable housing* (enter zero if none)					

* for the purpose of this survey, "affordable housing" is defined as housing that is subsidized or rent-regulated and that is occupied by a household that is "low-income". A "low-income" household is a household earning less than 80% Area Median Income (AMI).

Source: Fort Worth Comprehensive Plan Chapter 5: Housing, [US Department of Housing and Urban Development \(HUD\)](#).

Section 7: Parking Supply *(for any question not applicable write 0 or n/a)*

	Public	Reserved (tenants only)	Total
Total Number of Off-Street Spaces			
Handicapped Spaces			
EV Charging Spaces			
Other restricted spaces			
When is peak parking utilization? <i>(your best guess when business is busiest, e.g., 12 – 2 PM)</i>			
<input type="checkbox"/> Check if exact number of spaces are unknown and request NCTCOG staff perform a count of parking supply.			
<input type="checkbox"/> Check if on-street public parking is present on streets adjacent to the property.			
Bicycle parking facilities present? <i>(i.e. bike racks)</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> No

Section 8: Parking Pricing
*(only complete this section if the property includes charges or fees for any parking spaces not already included in a lease)
(i.e., tenant can purchase a permit for an additional monthly fee, hourly rates are charged for public parking, etc.)*

Section not applicable

	Paid Public Parking	Paid Reserved Parking (tenants only)	Total
Number of spaces with an additional charge			
Type of Payment Structure: <i>(check all that apply)</i>	<input type="checkbox"/> Hourly <input type="checkbox"/> Monthly permit <input type="checkbox"/> Other: _____		



Section 9: Data Collection & Transportation Demand Management (TDM)

Does the property collect any parking occupancy data on its own or have a parking occupancy monitoring system in place? (e.g., cameras on entrances, remote sensors, or other count methods). If yes, please describe below.

Would you be willing to discuss an arrangement to share this data with NCTCOG?

- Yes
- No
- Maybe
- Not applicable

Would you be willing to discuss an arrangement where your own staff might perform simple parking utilization counts for the purpose of this study?

- Yes
- No
- Maybe

Check the options below that apply to any of the property's tenants:

- Transit pass subsidy
- Shuttle service (provided by tenant for customers/residents/employees)
- Carshare membership subsidy
- Bikeshare membership subsidy
- Unknown
- Not applicable
- Other transportation demand management (TDM) program not listed here:

Any additional comments:

Thank you for your time! Your participation is greatly appreciated.

Next Steps

- Upon submission using one of the three methods at the top of this form, staff will contact you (via email) within 5 business days to confirm receipt and overall form completeness
- Survey closes March 31, 2022
- Staff will contact you following survey closing date with instructions for the next step