

NCTCOG's Regional Parking Database: Data Collection Guide

For project background please see www.NCTCOG.org/Parking

Step 1 – Complete “*Property Owner/Manager Survey*” on www.NCTCOG.org/Parking to input information on land use occupancy (if not already complete)

Notes for those completing studies when they are not the property owner/manager:

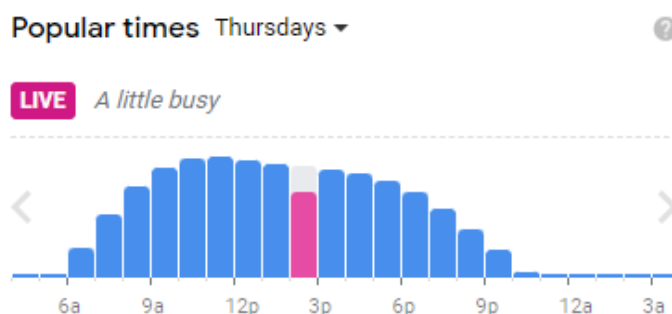
All sections of the owner/manager survey are essential at residential and office properties where parking is restricted/gated and not considered public parking. Must confirm access with property owners/managers.

Public parking at retail/restaurant: Manager contact is not required but encouraged. Please complete as much of the “*Property Owner/Manager Survey*” form as possible. The PDF version is recommended in this case. Sections 2- 8 are most important.

Step 2 – Data Standards Peak Demand Planning before Counts

- **Parking supply/inventory** (*number of spaces available on the property*) based on data from property owner, google street view, aerial images, or counting on-site.
- **Parking occupancy data** (*how many spaces are occupied by cars*) must be collected when the business is busiest so maximum demand is captured, at peak demand.
- 2-3 rounds of data collection are recommended per site for the most robust data sample, varying site visits across different peak times and days and weeks (e.g., visit a residential property on two weekday evenings and one weekend, visit an office property on two Tuesday mornings in a row plus one Wednesday afternoon, etc.)
- **Peak Demand:** Identify when the property experiences peak demand* This is when you need to conduct the data counts.
- Typical peaks per land use. These are only suggestions, local data and input may be more accurate for each site:
 - Office: weekdays (Tuesdays or Wednesdays) at 10 am or 2 pm
 - Commercial/Retail: weekdays at 4-6 PM, weekends at noon to 4 PM
 - Commercial/Restaurant: lunch is 11 am to 2 pm, dinner is 5 pm to 8 pm
 - Residential: overnight, 2 am (*If counting in person, it's recommended you coordinate with property managers to agree on most acceptable time for safety/ mitigating disturbance such as 8 PM or 10 PM*)

Tip: look at Google's “popular times” data to determine peak for commercial land uses



Step 3 – Count and Observations Form

Please copy and paste the template table below into excel/word. Use this table to report your observed count of parking use:

Table 1: Parking Utilization Form Template (e.g., mixed use site shown)

1	Property Name:				
2	Address:				
3	Collection Date				
4	Collection Time	e.g. 10 AM	e.g. 12:30 PM	e.g. 2 PM	e.g. 6:30 PM
5	Land Use	e.g. Office	e.g. restaurant	e.g. Office	e.g. restaurant
6	Total Supply		40		
7	Occupancy		32		
8	*Individual Residential Garages		N/A		
9	*Total On-street Spaces		7		
10	*On-Street Spaces Occupancy		5		
11	Notes/ Observations		e.g. 2 spaces in lot currently used for storing construction materials		

**only complete if applicable to location*

Notes on data form rows:

- Property name should match “Property Owner/Manager Survey”.
- Address of property should match “Property Owner/Manager Survey”. Check if the address clearly indicates the property counted when entered into a mapping application such as Google.
- Collection date is when you complete the parking count.
- Collection time is when you complete the parking count.
- Land use only needs to be filled in if the site is a mixed land use site.
- Total Supply is total number of parking spaces available at the site.
- Occupancy is how many parking spaces are used at the time of your count.
- *Individual Residential Garages: closed door 1 or 2 car garages commonly leased at apartments. It’s important to have these as a separate count because of their unique relationship to the parking supply.
- *Total On-street Spaces: the curb parking spaces on the street immediately adjacent to the property being studied. It’s important to count these if they are commonly used by visitors of the land use studied.
- *On-Street Spaces Occupancy: how many curb parking spaces on the street are used at the time of your count
- Note any unusual situations impacting parking (e.g., parked tractor trailer on 10 spaces, shipping containers taking up spaces, etc.)