

Parking Study

(Last update: June 2025)

A Parking Study outlines a proposed development's overall parking concept and the associated details. The study should estimate the parking demand generated by a proposed development and determine the number of on-site parking spaces by type (ex: general, accessible, small vehicle, electric vehicle, etc.) that should be provided to meet the estimated demand, with consideration given to parking policies, site constraints, and local conditions.

The study can also be used to support a parking requirement reduction by justifying that the reduced parking supply can still meet the projected demand. Transportation demand management strategies can be proposed to support a parking requirement reduction.

Required by Legislation

The Ontario *Planning Act*.

Ontario *Bill 185 (Cutting Red Tape to Build More Homes Act)*, which received royal ascent on June 6, 2024, introduces changes to the *Planning Act* which does not permit a zoning by-law to require minimum parking facilities, other than parking facilities for bicycles, on land that is not part of a highway and that is located in Protected Major Transit Station Areas (PMTSAs). If the subject site is located within a PMSTA, the Parking Study can be limited to a summary of the proposed parking supply (number of spaces, type of spaces, etc.).

Who should prepare this?

A Parking Study must be completed by a qualified Transportation Professional, including Professional Engineers and Registered Professional Planners. The report must be dated and signed by the Professional.

Why do we need this?

A Parking Study is required to:

- Determine the proposed development's parking requirements (general, accessible, small vehicle, electric vehicle, etc.) in accordance with the City's Comprehensive Zoning By-law 30-25 and/or other prevailing zoning by-law, as well as the Accessible Parking By-law 20-25 (Municipal Code 1106), and identify any surplus/deficiency.
- Justify any deviation between the parking requirements in the zoning by-law and the proposed supply (number and size of parking spaces).

- Ensure that the parking requirements are adequate for each phase of development including the ultimate development scenario.
- Explore alternative strategies to satisfy the parking requirements of the development (i.e. shared parking opportunities, payment-in-lieu, transportation demand management (TDM), etc.).

How should this be prepared?

A Parking Study should be based on established policies and parking rates and supplemented with available local survey data and other methods of justification. A parking study should recognize the general principle that the parking demand generated by a proposed development should be accommodated on-site and not rely on on-street parking or off-street parking facilities to satisfy the demand. Note that this work may include provisions for shared parking arrangements.

At a minimum, a Parking Study should contain:

Introduction

- Project Name (if applicable).
- Applicant and owner's contact information.
- Author name, title, qualifications, and company name
- Address of the property.
- Purpose of the study.
- Brief description of the proposed development, site plan, and site location.

Proposal Description and Context

- A description of the proposal, development stats (such as number of units, site area) type of development proposed, height, parking areas, access points, location of amenity areas, proposed phasing.
- A description of the existing on-site conditions as well as surrounding areas, roads, natural areas, buildings, parking areas.
- Concept Plan for the development including building location, parking, access (vehicular, cycling and pedestrian) and circulation, amenity areas, landscaping, grading and natural features and any natural hazards.
- The governing Zoning By-law parking requirements, as well as recommended parking requirements from other Citywide parking studies.
- Any previous parking reductions granted.
- Outline the proposed parking supply broken down by land use. Residential parking supply should be further broken down by unit type (bachelor, 1-bedroom, 2-bedroom+) and visitors.
- Accessible parking requirements as per the Accessible Parking By-law (Municipal Code 1106) and the number of accessible parking spaces proposed.
- Electric vehicle parking requirements as per the Comprehensive Zoning By-law 30-25.
- Inventory of existing parking and off-site parking agreements.
- Tenant listing – unit number, tenant/business name (identify those that are vacant or unoccupied), Gross Floor area (GFA) m², and hours of operation.

- For vacant/unoccupied units, identify future tenants and/or proposed uses. If future tenants are unknown, a worst-case scenario should be assumed for the parking assessment (in terms of projected parking demand).
- Location of nearest transit facilities and other existing TDM measures.

Investigation/Evaluation**Zoning By-law Assessment**

- Compare the proposed parking supply to the Comprehensive Zoning By-law 30-25 and/or other governing zoning by-law and identify any deficiencies, including electric vehicle requirements.
- Compare the proposed parking supply to the Richmond Hill Parking and TDM Strategy for Developments. Identify any proposed reductions to the parking rate that are justified through the provision of additional TDM measures, in accordance with the methodology outlined in the Strategy.

Accessible Parking By-law Assessment

- Compare the proposed accessible parking supply to the City's Accessible Parking By-law 21-25 (Municipal Code 1106) and confirm compliance.

Parking Survey Data Collection and Analysis

- The parking survey will estimate the parking demand for a particular land use through the collection of empirical parking data. A parking survey involves counting the number of parked vehicles on a site at regular intervals over a number of days. The parking study shall:
 - Identify the days and times the survey was completed (generally two survey days capturing the land use's peak period).
 - Identify the intervals of which the parking demand data was collected. Survey data shall be collected every 30-60 minutes during the proposed development's period of peak parking demand (ex: offices are anticipated to peak during weekday business hours).
 - Identify the weather conditions.
 - Identify any assumptions.
 - Divide parking demand into the types of vehicles (general, accessible, electric, small vehicle, etc.).
 - If the surveyed site consists of multiple land uses, the consultant should take the best effort to separate the observed parking demand by different land uses to establish the parking rates (e.g. residential rate vs. retail rate).
 - In the event that parking survey cannot be done, the consultant should consider using historical surveyed data from other proxy sites, as well as the parking ratios from the ITE Parking Generation manual for the assessment.
- Surveys may be completed at proxy sites similar to the proposed development in terms of land use and context.
- The proxy site and survey details shall be confirmed with City staff in advance to assure acceptance.

Additional Considerations

- Outline any other considerations with regards to parking requirements such as accessibility, transit infrastructure, and TDM measures.
- Outline proposed Electric Vehicle (EV) infrastructure:
 - Quantify of EV Ready spaces (parking spaces with sufficient power supply, conduit/raceway to spot, and energized outlet ready to receive EV supply equipment)
 - Quantify parking spaces with Electric Vehicle Supply Equipment (EVSE) (device that facilitates charging)

Conclusions

- Summarize the parking analysis findings and conclusions.

Recommendations

- Outline the parking supply recommendations that meet the proposed development's parking needs.
- Outline any special considerations/conditions that support the recommended parking supply.

Drawings and Supporting Information

- The study should be presented in a written report format together with a plan component.
- The results should also be presented in a spreadsheet format in the appendix.

What else should we know?

A Pre-Submission Meeting with City Planning staff is encouraged prior to submitting a development application. The scope of the Study should be discussed with City staff and/or other agencies as part of the pre-submission process which would generally take place prior to the submission of a *Planning Act* application.

Additional Terms

To be identified by the City through the pre-submission process.

Study Submission Instructions

To be submitted in accordance with the [City's requirements for Development Planning Applications](#).

What other resources are there?

Richmond Hill Comprehensive Zoning By-law 30-25

Richmond Hill [Parking and Transportation Demand Management Strategy for Developments](#)

Richmond Hill [Development Application Resources](#)

Ontario Professional Planners Institute (OPPI) – [Hire an RPP](#)

Professional Engineers of Ontario – [Why employ a professional engineer?](#)

About these Terms of Reference

These Terms of Reference were developed as a joint effort with participation by representatives from all York Region municipalities and the Region. The Terms of Reference are in widespread use across the Region, with local requirements added as prescribed by each municipality.

If determined that this study is applicable, the study terms may vary depending on the nature of the proposal. Discussion and confirmation as to whether all criteria outlined within these Terms of Reference are appropriate for your development project, will also take place with you and in consultation with any relevant external agencies.

In addition to these Terms of Reference, municipal departments and/or external agencies may require analysis of specific technical components that should be addressed in the study. Confirmation of additional technical requirements, and a checklist identifying detailed standards to be met, in turn may be provided.

Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether or not the recommendations and conclusions are the same. (Note: this is subject to the extent of the revisions).

A peer review may be required. The cost of the peer review will be borne by the applicant.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and returned to the applicant.