



UNIVERSITY POLICY

SUBJECT: FACILITY SERVICES

TITLE: PARKING FACILITIES PLANNING
AND CONSTRUCTION

CODING: 00-01-70-50:00

ADOPTED: 06/17/96

AMENDED: 08/31/06

LAST REVIEWED: 08/31/06

I. PURPOSE

To ensure the proper process to request and obtain approval to construct new parking facilities or modify existing parking facilities, as well as conduct traffic studies on all UMDNJ owned and leased properties.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Deans, President/CEOs of the Healthcare Units and Vice Presidents shall implement this policy.

III. APPLICABILITY

This policy applies to all University owned and leased properties.

IV. REFERENCES

- A. Parking [00-01-10-145:00](#)
- B. Request for Space [00-01-70-30:00](#)
- C. Renovation/Alteration/New Construction [00-01-70-45:00](#)

V. DEFINITIONS

- A. **Parking Facility** - A group of parking spaces which could be categorized as surface parking (gravel, pavement or concrete on grade) or structured parking (parking garage, parking deck or parking structure).
- B. **Scope of Work** - A description of the work required to accomplish the request, including but not limited to, magnitude, location of work, types of material, quantities of material, finish standards, etc.

VI. POLICY

A. Requirements:

- 1. On an annual basis, the Senior Vice President for Administration, in conjunction with the Assistant Vice President for Operations, shall review the parking needs on all UMDNJ campuses. The Senior Vice President for Administration shall assess the adequacy of the parking facilities based on these needs. Following the assessment, recommendation to

upgrade the parking facilities, if necessary, shall be submitted to the President.

2. Requests for new parking facilities and/or modifications to existing parking facilities shall be submitted in writing to the Senior Vice President for Administration from the Dean, President/CEO or Vice President of the requesting School/Unit.
 - a. Requests for new or modified parking facilities must be accompanied with the following information, completed to the fullest extent possible:
 - i. Location of parking requested - campus/parking lot or deck/building
 - ii. Any specific requirements for parking facility access
 - iii. Number of spaces
 - iv. Types of spaces required
 - v. Name and phone number of requester's representative
 - vi. Funding source
 - vii. Budgetary limitations or constraints
 - viii. Time frame, if applicable
3. In order to maintain an accurate parking facilities database and to assist in future planning efforts, the Director for Public Safety shall submit the following information for each campus, by parking facility, to the Senior Vice President for Administration on an annual basis:
 - a. The number of general parking hang tags issued.
 - b. The number and location of guaranteed parking spaces.
 - c. The number and location of reserved parking spaces.
4. The Department of Operations/Facilities Planning & Construction shall maintain information concerning the physical aspects (location, size, number and type) of all parking facilities on the University's database system.

B. Implementation:

1. Requests for a new parking facility and/or modifications to an existing parking facility, as well as requests for traffic studies, shall be submitted in writing from a Dean, President/CEO or Vice President to the Senior Vice President for Administration. The Senior Vice President for Administration shall make an initial determination whether the request can be accommodated within existing University properties and/or parking facilities.
2. If the request for parking cannot be accommodated, the Dean, President/CEO or Vice President shall be notified, in writing, by the Senior Vice President for Administration.
3. If the request for parking appears to be feasible, the Senior Vice President for Administration shall transmit the request to Facilities Planning and Construction.

4. The Director of Construction for Facilities Planning and Construction shall assign the appropriate staff to
 - a. Contact the requestor's representative within ten (10) days of receipt of the request.
 - b. Evaluate and establish the scope of the parking requirements by utilizing information in the University Database System, input from the requestor's representative, and consult other University departments as needed.
5. The Assistant Vice President for Operations shall determine, based on the recommendation of the Director of Facilities Planning & Construction, whether the project should be designed and implemented by in-house staff or designated by an outside consultant(s).
6. If it is determined that the project should be designed by an outside consultant(s), refer to University policy, Renovations/Alteration/New Construction, 00-01-70-45:00.
7. If it is determined that the project should be designed and implemented by in-house staff, Facilities Planning & Construction shall
 - a. provide the necessary design services, including code analysis, and prepare the Scope of Work required to provide a Project Budget;
 - b. collaborate with Physical Plant staff to establish the Project Budget for the Scope of Work required to implement the request;
 - c. transmit the Scope of Work and Project Budget to the requesting for approval; and
 - d. upon approval of the project by the requesting School/Unit, Facilities Planning & Construction shall schedule the work to be done with all the appropriate parties and manage the project until the work is complete.
8. Upon completion of the project, Facilities Planning & Construction shall update the University's Database System to appropriately reflect all changes in parking facilities and transmit updated plans to the Department of Administration.

By Direction of the President:

Senior Vice President for Administration