

Guidelines for calculating and reporting the number of parking spaces

Please rely on the following guidelines when calculating the correct numbers to enter into the **Vehicle Parking Spaces**, **Trailer Parking Spaces**, and **ADA Parking Spaces** fields.

- Count only the parking spaces available at the parking lots that you have counted in the **Parking Lots** field.
- *For asphalt lots* the number of parking spaces should match the striped parking spaces or the original site design parking plan.
- *For undesignated or aggregate-surfaced lots in which there exist no markings delineating individual parking spaces*, the number of parking spaces for each vehicle type should be based on the original site design. If this is not available, please calculate the approximate maximum number of trailer parking spaces that the lot can reasonably and functionally accommodate. You may find it helpful to use a scaled aerial photograph and consider the following spatial guidelines in your calculations:
 - A standard two-way drive lane has a width of 22 feet, and a standard one-way drive lane measures 12 feet in width.
 - Standard vehicle-trailer parking spaces, which are specifically designed for parking vehicles with watercraft trailers, measure 12 feet wide by 46 feet long.
 - A vehicle towing a typical trailer may have an outside turning radius of up to 50 feet.
 - Allow sufficient room (apart from parked vehicles) for a truck and trailer to maneuver for access to the boat ramp.
 - Trailer parking space counts in undesignated parking lots can be maximized for the number of vehicle-with-trailer parking spaces even when a mix of single-car and vehicle-with-trailer parking is common for the site.
- When counting parking capacity for a water access site's parking lot(s), remember that each parking space you count should be counted in only one parking space category in the attributes; these categories are mutually exclusive. Accordingly, the sum of your counts in the **Vehicle Parking Spaces**, **Trailer Parking Spaces**, and **ADA Parking Spaces** fields for each water access site must equal the total number of concurrent parking spaces afforded by the site's parking lot(s), and no one parking space should be counted in more than one category.

Contact the DNR to report errors in State-administered water access sites

This application does not provide the ability to edit the location or attribute information for water access sites administered by the State. If you believe that a State-administered site shown on the map is located in the wrong place or contains errors in its attribute information, or that a site described as administered by a local government is actually administered by the DNR or by another state agency, please communicate this information to the DNR using the following methods.

- **Existing DNR sites.** DNR-administered water access sites appear in the application as blue icons. You are welcome to review the attribute information for a DNR-administered site by clicking on its icon. A pop-up window will display the attributes associated with that site. If you believe this information is inaccurate, click on the **Report Inaccuracies** link that appears at the bottom of the pop-up window. This will automatically generate an email message window using your computer's default email application. Please do not change the email address, the subject line, or the information that automatically appears in the body of the email. Please simply add your concerns and detailed comments to the email message and click *Send*. DNR staff will review your concerns after the application closes and make the requested changes to the data or follow up with you directly for more details.
- **Missing State-administered sites or sites that you believe are State-administered but that are described in the data as administered by a local government.** Please do not add any State-administered sites to the data or change the **Administrator** of a site to *Minnesota DNR* or to any other state agency. Instead, outside of the application, please send an email to wateraccess.program@state.mn.us and explain your concerns in as much detail as possible. Be sure to include in your description the name of the county, the name and location of the site, and the name of the water body it accesses. Feel free to include a screenshot from the application showing the area where the error exists if you wish. When the application closes, DNR staff will follow up with you to discuss your concerns.

Need more help?

There are several ways to seek additional guidance on using the **Local Water Access Editor Application**.

- Watch the brief online training videos available at the link on page 1 for step-by-step instructions and demonstrations.
- If you still have questions about how to use this application, please feel free to send an email to DNR information technology staff at mnit-services.dnr@state.mn.us and include the phrase "PAT-IS Team" somewhere in the subject line. A member of the project team will respond to you directly to offer assistance.
- If you have questions about existing DNR-administered water access sites, please send an email with your questions to wateraccess.program@state.mn.us.
- If you have questions about this application's role in the AIS Prevention Aid program, please visit the project webpage from the link on page 1 and contact one of the AIS Prevention Aid Planners using the contact information available there.