




**WASHINGTON COUNTY**  
**DIVISION OF PLAN REVIEW AND PERMITTING**  
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**MEMORANDUM**

TO: Interested Parties

FROM: Jennifer Smith, P.E, Director 

DATE: May 4, 2012

RE: Review of Site Plan Review Compliance Criteria for ADA Accessibility

The purpose of this memorandum is to bring to your attention the requirements of ADA Accessibility and how these requirements might impact your site plan submission. Per the Maryland Accessibility Code, all new construction, alterations, additions, and changes of use for all non-residential buildings and buildings of four or more dwelling units, and facilities, and newly constructed multi-family dwellings must comply with the Americans with Disabilities Act (ADA) and Architectural Barriers Act Accessibility Guidelines (ADAAG) and all federal accessibility regulations promulgated to carry out Title III of the Americans with Disabilities Act (ADA) and set forth in 28 CFR 36.

In addition, all new buildings, structures or new uses established; existing structures or uses that increase in size by 35% or more; and any principle use changed or site changed such that a greater number of parking or loading spaces is required, must meet the off street parking requirements of the Washington County Zoning Ordinance. The off street parking requirements of the Zoning Ordinance indicate that:

1. Handicap accessible parking shall be in conformance with the Maryland Accessibility Code.
2. All pedestrian walkways and sidewalks shall be compliance with the Maryland Accessibility Code.

In order to ensure that the requirements of the Zoning Ordinance and the Maryland Accessibility Code are met, the following information must be shown on all site plans submitted to DPRP for review and approval:

**Parking Lot Design Standards:**

1. All new or existing parking lots, access aisles, access lanes, loading and unloading areas required to meet the Zoning Ordinance parking requirements must be paved with a dust free surface unless specifically stated otherwise in Section 22.12.(f).10 of the Zoning Ordinance. All ADA accessible parking spaces, access aisles, and accessible routes must be paved. A note shall be provided on the site plan indicating the pavement type to be used and the limits of pavement shall be indicated.
2. In addition, all new buildings shown on a site plan must meet the ADA standards for accessible parking, access aisle design and accessible route design. All existing buildings undergoing an alteration or addition require removal of architectural barriers to accessibility per the requirements of ADAAG Section 202.4. Removal of these barriers may include parking lot restriping, parking space aisle striping and construction of an accessible route from the parking space to the building entrance. These changes must be shown on an approved site plan.
3. The number of ADA accessible parking spaces required is as follows:

Total Parking Spaces in Lot	Minimum Number of Accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2% of total
1001 and Over	20 plus 1 for each 100 over 1000

- One (1) in every four (4) accessible spaces must be a van accessible space. The site plan must denote the location of each ADA accessible space and van accessible space and the total number of accessible spaces shall be included in the parking tabulation.

**Parking Space Design Standards:**

- The width of a van accessible parking space is to be either 96 inches with a 96 inch access aisle or 132 inches with a 60 inch access aisle. Dimensions are to be shown on a parking space detail.
- All other access aisles adjacent to accessible parking spaces must be 60 inches wide. Dimensions are to be shown on a parking space detail.
- All handicap access aisles are to extend to the full length of parking space they serve. Denote or dimension on parking space detail.
- A "No Parking in Access Aisle" sign is required for each aisle space. Provide a sign detail per the latest adopted MUTCD.
- The maximum slope across the handicap parking space and access aisles is to be 1:50. Provide spot elevations on the site plan along the handicap parking space and access aisle to verify maximum slope.
- All access aisles are to be connected to an accessible route.

**Accessible Route Design Standards:**

- Accessible parking spaces must be located on the shortest accessible route to an accessible entrance. Denote the accessible route on the site plan. The building entrance location shall be indicated on the site plan.
- The maximum slope from an accessible parking space to the building entrance along an accessible route may not exceed 1:20 or it is considered a ramp and requires handrails on both sides. All ramp locations, slopes and widths are to be indicated on the site plan. All ramps require a profile with top and bottom ramp elevations indicated. The maximum rise for any run for a ramp shall be 30 inches. Where ramps indicate a rise greater than 6-inches or a horizontal run greater than 6-foot provide a note on the site plan stating ramp requires handrails on both sides. Provide a handrail detail where applicable.
- The minimum clear width of an accessible route is 36-inches except at doors. If an accessible route has less than 60-inches in clear width then passing spaces 60-inches x 60-inches shall be located at intervals not to exceed 200-feet. All accessible routes should be labeled as such on the site plan and dimensioned.
- A sidewalk entrance ramp detail is required to be included in the plan set per the latest adopted MUTCD. The minimum width of a curb ramp shall be 36-inches, exclusive of flared sides. Flared

sides may slope at 1:10 when a minimum of 48-inches of clearance is provided at the top of the ramp otherwise a 1:12 slope is required for the flared sides.

5. Sidewalk ramp maximum slope is 1:12. Provide spot elevations on the site plan at ramp bottom and top to ensure maximum slope requirements.
6. A profile shall be provided of the accessible route indicating the elevation change across the route. The profile shall be stationed and stationing shall be shown on the site plan.
7. Ramps are required to have level landings at the top and bottom of each ramp and each ramp run. Landings are required to be at least as wide as the ramp run leading to it and the landing length shall be a minimum of 60-inches clear. If ramps change direction at landings the minimum landing size shall be 60-inches x 60-inches. Site Plan to show labeling for bottom and top landing areas and dimensions.
8. Ramps and landings with drop offs shall have edge protection that prevent people from slipping off the ramp. These may include the extension of the floor or ground surface for 12 inches minimum beyond the inside face of the handrail or a curb or barrier that prevents the passage of a 4 inches diameter sphere within 4 inches of the finish floor or ground surface.
9. Guardrails are required by the International Building Code when the distance from the ramp to the adjacent ground surface exceeds 30-inches. Provide a note to require guardrails where applicable. Provide a guardrail detail where applicable.

**Required Signage and Details:**

1. Provide a detail of the required accessible parking space sign. The sign detail shall be per the latest adopted MUTCD. Fine to be noted as \$500.00.
2. Provide a detail of the required accessible parking space and aisle striping. The detail shall be per the latest adopted MUTCD.
3. Denote on the parking space detail or site plan that all accessible parking space signs must be either mounted on a 7 foot pole or mounted on a building wall at 6 -10 feet from the ground.