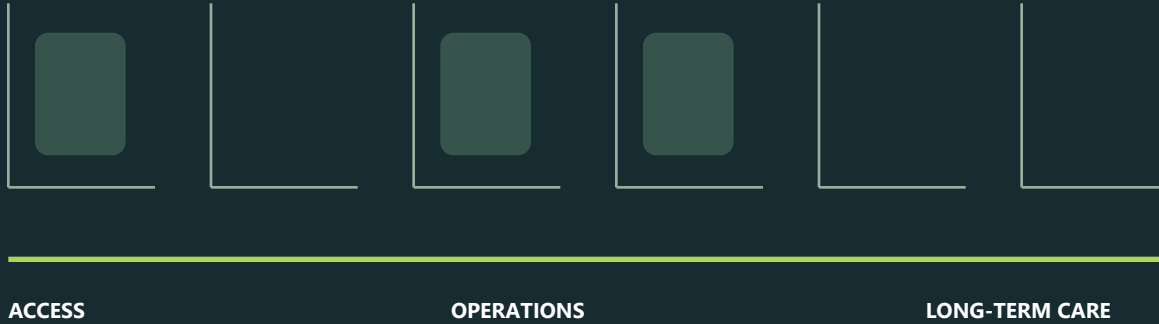


Is managed parking right for your property?

**START WITH THE PROPERTY.
THEN CHOOSE THE SYSTEM.**



A practical guide for owners and property teams considering controlled access, paid parking or a better way to manage the spaces they already have.

Compare your options. Clarify the operating costs. Use the worksheets to prepare for a productive site visit.

Read first. Fill in what you know.

Pages 2-4 explain the choices. Pages 5-11 are reusable, fillable worksheets. Use one copy per property; "not sure" is a useful answer. Save a copy before returning it.

Choose an operating model first.

A gate is one part of the decision. Rules, staffing, payment and maintenance matter too.

Gated access

A physical barrier controls a vehicle lane. Access may use a credential, ticket, plate read or another supported method. Payment can be included where needed.

Ask: Is there room for vehicles to wait without blocking the street or pedestrian routes?

Open access with parking rules

Drivers enter without a barrier. Signs, permits, payment tools and an agreed enforcement process manage use. Cameras or patrols may support the operation.

Ask: Who will handle unpaid parking, driver questions and exceptions?

A combined approach

Different areas can use different rules: for example, controlled tenant parking alongside open visitor spaces. The layout and operating plan must work together.

Ask: Can drivers easily understand where they should park and what they need to do?

What are you trying to improve?

Space availability, easier access, clearer records and paid use are different goals. Choose the outcome first, then assess which equipment and operating model can support it.

Walk through a driver's visit.

Check the ordinary trip - and the moments when something does not work as expected.

1

ARRIVE

Can the driver find the correct entrance and read the instructions?

2

ENTER / PARK

What identifies an authorized vehicle? Where should visitors and deliveries go?

3

PAY / VALIDATE

If payment applies, what options are available? How are permits or discounts handled?

4

GET HELP / LEAVE

Who answers the help point? What happens after a failed payment or during an outage?

A few useful terms

PARCS	Parking access and revenue control equipment and software.
LPR	License plate recognition. Performance depends on conditions and setup.
Vehicle detection	Sensors that identify vehicle presence; functions vary by design.
Validation / permit	A parking discount or authorization under the property's rules.
Queue space	Room for waiting vehicles before they reach a public street.

Confirm the selected system's payment methods, offline behavior and emergency procedures. These capabilities are not the same on every product.

Estimate the opportunity honestly.

Illustrative worksheet for daily paid parking | Gross revenue is not profit

Start with spaces you can actually offer, evidence of local demand and the hours those spaces are available. Reserved spaces and existing lease commitments can change the opportunity.

30 spaces x \$5 per paid day x 50% paid use x 22 days
= \$1,650 illustrative monthly gross revenue

Example only, before costs, taxes, discounts and collection losses. Assumes one paid daily session per used space. It is not a forecast and does not model hourly turnover.

Spaces offered	Daily price (\$)	Paid use (%)	Days / month
Estimated monthly gross (\$) - calculate manually		Expected monthly operating costs (\$)	

Include ongoing costs: processing fees, software, connectivity, staffing or operator fees, enforcement administration, cleaning, snow removal and maintenance.

Budget separately for startup: design, permits, equipment, civil and electrical work, networking, signage, commissioning and training. Request a scope-specific estimate.

What assumptions still need evidence?

What should parking do for you?

Check what applies. Leave unknowns blank or write "not sure."

Property / site address

Organization / owner

Contact name / role

Email

Phone

What is prompting the conversation?

- | | |
|--|---|
| ☐ Unauthorized vehicles using spaces | ☐ Tenants or customers cannot find space |
| ☐ Interest in paid parking or permits | ☐ Unclear rules or after-hours use |
| ☐ Need for better access records | ☐ Existing equipment needs improvement |

Who needs to park?

Record approximate numbers and whether each group should pay or receive free access.

Tenants / residents

Staff / fleet

Customers / visitors

Public / events / other

Your most important outcome

Decide who will run it.

Equipment works best when the responsibilities around it are clear.

Preferred operation

- | | |
|--|--|
| ☐ Private access, no parking charge | ☐ Visitor parking with time limits |
| ☐ Paid public parking | ☐ Reserved spaces plus public parking |
| ☐ Monthly permits | ☐ Not sure - compare options |

Access and hours

- | | | | |
|--------------------------------|--|--------------------------------------|-----------------------------------|
| ☐ Gated | ☐ Open / gateless | ☐ Combination | ☐ Not sure |
|--------------------------------|--|--------------------------------------|-----------------------------------|

Hours / days / special event arrangements

Payment preferences, if applicable

- | | |
|---|--|
| ☐ Phone / web payment | ☐ Payment station / kiosk |
| ☐ Payment at exit | ☐ Permits / recurring billing |
| ☐ Tenant or guest validation | ☐ No payment / not sure |

Who handles driver help, permits and payment disputes?

Who manages parking rules and enforcement?

Confirm local requirements and the authority for any enforcement approach before implementation. Notices, towing and other measures are not universally available or interchangeable.

Set a realistic project brief.

Share what matters now and what you may want to add later.

Features to discuss

- | | |
|---|--|
| ☐ Plate recognition | ☐ Help point / intercom |
| ☐ Existing card or fob integration | ☐ Remote management / reporting |
| ☐ Tenant permit tools | ☐ Payment / validation tools |
| ☐ Lighting / signage / striping | ☐ Accessible routes and use |

Existing systems to retain or connect

Budget range / funding preference

Target date / reason for timing

Approvals and constraints to confirm

- | | |
|---|---|
| ☐ Owner / landlord / board approval | ☐ Lease terms or reserved parking rights |
| ☐ Shared access or easements | ☐ Permits / zoning / signage |
| ☐ Accessibility and emergency access | ☐ IT / privacy / records policies |

Decision-maker / open questions / other constraints

Start with the space you have.

Complete from existing knowledge and safe observation. Measurements can be verified on site.

Site / address

☐ Surface lot ☐ Garage ☐ Mixed ☐ Other / unknown

Total spaces

Accessible

Reserved

EV spaces

Entrances, exits and waiting space

Lane / direction	Street / location	Width (if known)	Waiting space / notes

Pedestrian routes / delivery vehicles / emergency access

Pavement, drainage, lighting or snow storage concerns

Do not enter a moving gate's path or a live traffic lane to complete this worksheet.

Find the practical constraints early.

Use known records and approved contacts. Unknown is better than an unsafe inspection.

Power and communications

Known power source / approximate distance to lanes

Known network connection / approximate distance to lanes

Existing conduit / cellular coverage / IT contact

Leave cabinets and live electrical equipment closed

An authorized professional should verify supply capacity, wiring, backup power and connectivity. Do not collect passwords or access codes in this document.

Ground and structure

Known utilities / drainage / planned paving / structural constraints

Existing islands / poles / bollards / potential equipment locations

Before cutting, drilling or excavation, the project team must confirm utility locations and structural restrictions through the appropriate site processes.

Record what is already there.

List equipment without opening housings. Add another copy of this page if needed.

Site / property

Equipment / location	Make / model (known)	Condition / issue	Keep / assess

Helpful photos

- ☐ Entrance and exit from a safe viewpoint
- ☐ Wide view of the parking area
- ☐ Existing equipment and visible labels
- ☐ Signs, markings and problem areas

Photo file names / location notes

Keep faces, license plates and other identifying details out of public photos. Share operational records privately through an agreed channel.



Mark streets, traffic arrows, entrances, equipment and known power / network locations.

A full-page view of a blank sheet of graph paper. The page is covered by a uniform grid of thin, light gray lines forming small squares. There are no margins, text, or other markings on the paper.

Have a useful first conversation.

You do not need every answer before you contact On Spot.

01 Share the brief

Save your completed copy and send it with relevant site photos. Leave passwords, payment details and access codes out.

02 Review the property

Discuss access, traffic, infrastructure and operating needs. Confirm site-visit scope, fees and any credit terms before booking.

03 Compare a defined proposal

Ask for the recommended approach, exclusions, recurring costs, approvals, schedule and responsibilities in writing.

04 Plan for life after installation

Include commissioning, staff training, support contacts and ongoing maintenance in the operating plan.

Talk through your property with On Spot.

617-410-8464 | jon@onspot-solutions.com

onspot-solutions.com

Already supporting equipment in the field? Explore ATLAS diagnostic support at onspot-solutions.com/atlas-landing. Ask where it fits your team's work.

[Gate owner information: DASMA Gate Openers](#)

[Accessibility planning: U.S. Access Board parking guide](#)