



DEPARTMENT OF PUBLIC WORKS

Building Inspection Division

April 24, 2001

MEMORANDUM

BULLETIN G-11-01

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: **Permitting of Automatic Teller Machines (ATM)**

Effective May 1, 2001, the following procedures will be used for permitting of ATMs in existing parking lots:

1. Two copies of site and building plans must be provided.
2. If parking spaces are planned to be removed, parking calculations must be provided showing that the lot still has the required number of spaces. If insufficient spaces are provided, an Administrative Deviation may be applied for through the Zoning Section of the Planning Department (630-1086).
3. The orientation of the ATM facility shall be such that traffic using the ATM will not have to flow counter to the traffic entering or exiting the parking spaces. If the location of the ATM could provide a backup of traffic into a driveway, you will be directed to obtain Traffic Engineering approval.
4. If the location of the actual drive-thru lane goes perpendicularly through a row of parking, a terminal island must be included on the passenger side. If this is an existing parking lot that does not meet code we will require that a concrete terminal island with bollards be installed at the end of the row of parking to separate the traffic from the parked vehicles and pedestrians. If the proposed site meets the current landscape code and a terminal island is required then it shall meet the minimum landscape standards with a tree and irrigation provided by connecting to the existing system.

If you have any questions please feel free to contact me at 630-1100.

THG/gs

