

How to Identify On-Street Parking Spaces

The City needs the following information to reserve a parking space and create a temporary no parking zone:

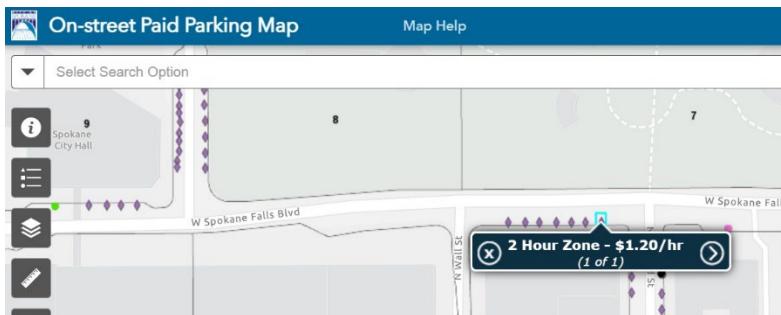
- Zone #
- Space #
- Space Name
- Date(s) space is needed
- Time(s) space is needed

Zone #, Space # and Space Name can be found several ways

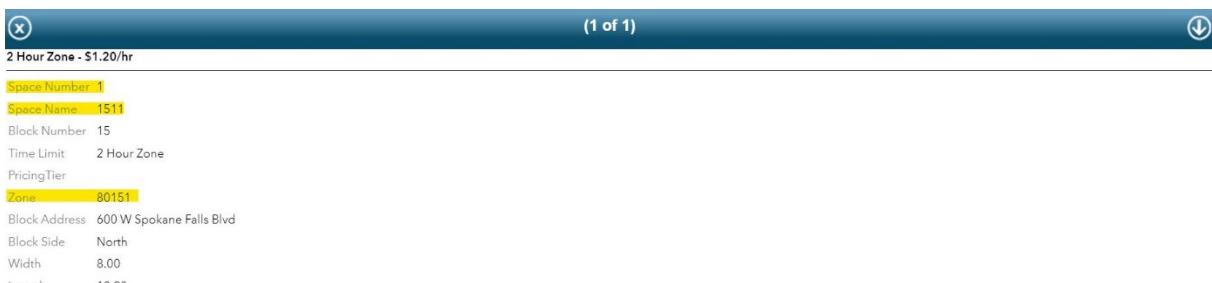
Go online to [On-street Paid Parking Map \(arcgis.com\)](#). Click the [map help](#) button at the top of page for information on the map and how to use the map icons.

Reserving individual spaces

1. Using the mouse scroll bar, zoom in to the area you want to view/reserve space. Notice each space is identified by a diamond. Clicking on the diamond, will open a box that has an arrow on the right.



2. Click the arrow and a new box will open which has the Zone#, Space Number #, and Space Name for the parking space.



3. Record the Space #, Space Name, and Zone #.

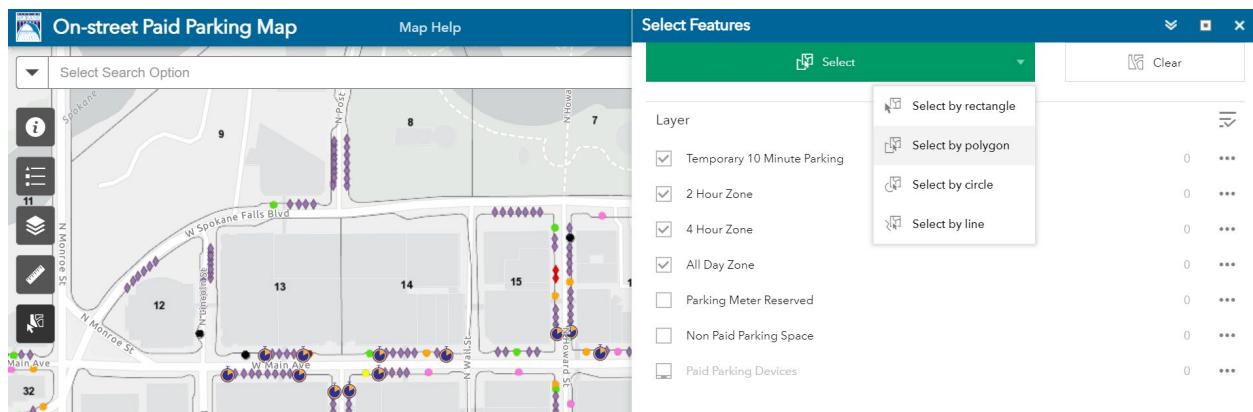
If reserving many spaces at the same time

1. Zoom out on the [map](#) and locate the area of your event.
2. Zoom in to the area you want to reserve spaces close enough that you can see spaces on both sides of the street or get the information you need. You can hold your mouse down to move the map to the right, left, up or down.

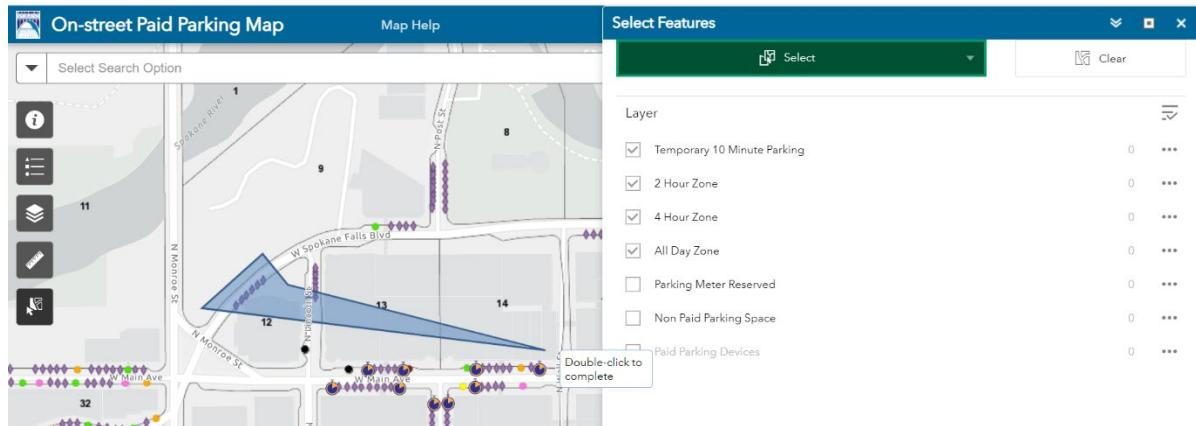
3. Click the **Select Features** icon



4. The Select Features box will appear. In the green Select box, click the down arrow, and click **Select by polygon**.

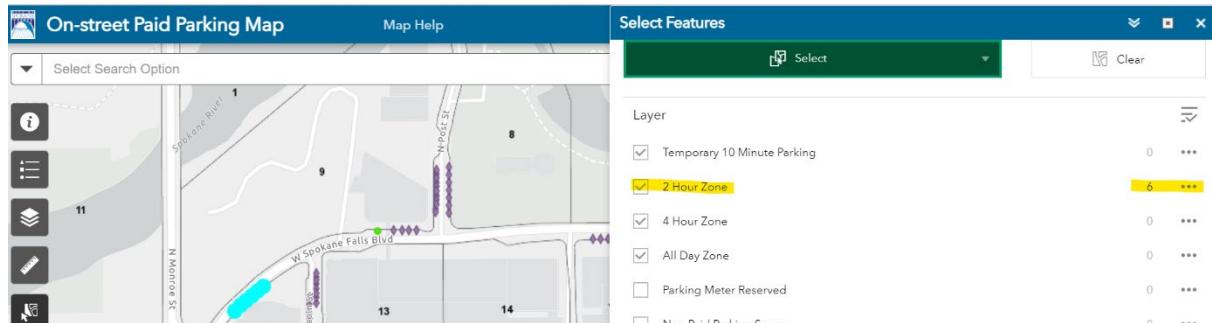


5. Single click will allow you to start selecting an area. Select the spaces you want to reserve by creating a polygon around the spaces (diamonds) you want to reserve. Once you have the area selected double click on the final point. If you need to start over just click "Clear".

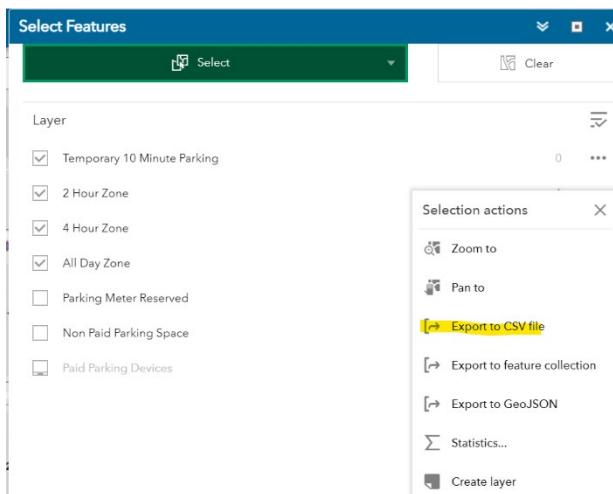


Note: You can create a polygon and move the map to keep selecting additional spaces. Just hold down your mouse and move the map up, down, left or right.

6. Once you **double click**, the spaces you selected will turn blue and on the right side you will see the # of spaces that are 2/4/All Day appear under layer.



7. Click the three dots (...) next to the number and drop down will appear allowing you to **Export to CSV file**. Save the file once it downloads.



8. You can then delete columns or if you have spaces in more than one .csv file, combine them into one sheet.

OBJECTID	AssetID	Zone	Space Number	Block Side	Block Number	Space Name	Time Limit	Block Add	Parking Sp	Pricing Tier	Width
891745 pPS3783		80121		3	West	12	1213 2 Hour Zone	900 W	Spokane Falls Blvd		
892119		80121		1	West	12	1211 2 Hour Zone	900 W	Spokane Falls Blvd		
892913 pPS3784		80121		4	West	12	1214 2 Hour Zone	900 W	Spokane Falls Blvd		
893694 pPS3787		80121		6	West	12	1216 2 Hour Zone	900 W	Spokane Falls Blvd		
893943 pPS3782		80121		2	West	12	1212 2 Hour Zone	900 W	Spokane Falls Blvd		
894074 pPS3785		80121		5	West	12	1215 2 Hour Zone	900 W	Spokane Falls Blvd		