



Dear Lottery Applicant,

Thank you for your interest in becoming a Virginia Lottery retailer. As you complete the items on the application checklist, we want you to be aware of an additional requirement to be a licensed Lottery agent.

Effective January 1, 2011, all newly licensed agents must be compliant with specific requirements of the Americans with Disabilities Act (ADA). Upon approval and activation of your Lottery license, your location will be scheduled for a survey by a Compliance Representative. The Representative will come to your business and introduce him/herself to the owner or manager on duty. They will tell you before they begin to survey the location for compliance with the ADA.

The areas that will be surveyed include: the parking lot and designated accessible spaces; the route from the parking lot to the entrance of the business including curb cuts, ramps, or obstructions; and the entrance door.

For detailed information on specific requirements, please see the attached sheets. You may also refer to the ADA website at www.ada.gov. We hope that you will take time to read the information and evaluate your location according to the requirements. Licensed Lottery locations must be in full compliance with the specific measurements within twelve (12) months of activation. Failure to achieve full compliance by this time will result in suspension of your lottery license. The license will remain suspended until full compliance is verified.

The Lottery values our retailer partners and will be happy to assist you with additional information about accessibility issues and repairs. More details will be provided after your location has been activated and inspected.

Thank you for your attention to this very important part of being a Virginia Lottery retailer.

Sincerely,

T. Otte

Tim Otte

Retailer Compliance Coordinator

Office: 804-692-7251

Store Name _____ Retailer # _____ Chain # _____

Address _____ City _____ Zip _____

Latitude _____ Longitude _____ Phone number _____

GENERAL:

1. Does this retailer rent/lease its space from a landlord? ☐ Yes ☐ No
2. Does the lease agreement and/or property management agreement:
 - Allow retailer to make changes to parking area, curb cuts, ramps, and doors without obtaining permission from a third party? ☐ Yes ☐ No ☐ N/A
 - Allow for these changes only with third party permission? ☐ Yes ☐ No ☐ N/A

PARKING:

3. What type of parking does this retailer have?

Private Lot – paved	☐ Yes	☐ No
Private Lot – unpaved	☐ Yes	☐ No
Street parking – if yes, please go to question #6	☐ Yes	☐ No
Strip Mall – if yes, please go to question #7	☐ Yes	☐ No
Other (please describe) _____	☐ Yes	☐ No
4. Describing the parking spaces:
 - Are there **1-25** public parking spaces? ☐ Yes ☐ No
 - *Is at least one of these spaces designated as Accessible? ☐ Yes ☐ No ☐ N/A
 - *Is this space Van Accessible? (96" space + 96" access aisle, 192" total) ☐ Yes ☐ No ☐ N/A
 - *Is the proper signage in place?
(International symbol sign, Van Accessible sign, and penalty sign) ☐ Yes ☐ No ☐ N/A
 - Are there **26-50** public parking spaces? ☐ Yes ☐ No
 - *Are at least two of these spaces designated as Accessible? ☐ Yes ☐ No ☐ N/A
 - *Is one space Van Accessible? (96" space + 96" access aisle, 192" total) ☐ Yes ☐ No ☐ N/A
 - *Is the proper signage in place?
(International symbol sign, Van Accessible sign, and penalty sign) ☐ Yes ☐ No ☐ N/A
 - *Is the other designated space a Standard space (96" space + 60" access aisle) or a Universal space? (132" space + 60" access aisle) ☐ Yes ☐ No ☐ N/A
 - *Is the proper signage in place for Standard or Universal spaces?
(International symbol sign and penalty sign) ☐ Yes ☐ No ☐ N/A
 - Are there **more than 50** public parking spaces? ☐ Yes ☐ No
 - *Is there at least one designated Accessible parking space for every 25 public parking spaces? ☐ Yes ☐ No ☐ N/A
 - *Is one of every eight Accessible parking spaces, but not less than one, designated as Van Accessible? (96" space + 96" access aisle, 192" total) ☐ Yes ☐ No ☐ N/A

*Is the proper signage in place for Van Accessible parking spaces?

(International symbol sign, Van Accessible sign, and penalty sign)

☐ Yes ☐ No ☐ N/A

*Are the other designated spaces standard Accessible spaces? (96" space + 60" access aisle) or Universal spaces (132" space + 60" access aisle, 192" total)

☐ Yes ☐ No ☐ N/A

*Is the proper signage in place for Standard and Universal parking spaces?

(International symbol sign and penalty sign)

☐ Yes ☐ No ☐ N/A

5. *Is/Are the accessible parking space(s) the closest to the entrance of the facility? ☐ Yes ☐ No
6. *If the retailer has street parking, is a street parking space designated for Accessible parking? ☐ Yes ☐ No
7. *If the parking lot is in a strip mall, are the Accessible parking spaces located on the shortest accessible route of travel to an accessible pedestrian exit from the parking facility? ☐ Yes ☐ No

PATH OF TRAVEL:

8. Is a curb cut or ramp required to get from the parking lot to the retailer? ☐ Yes ☐ No
9. If yes, is the curb cut or ramp:
- *Present? ☐ Yes ☐ No
- *In good repair? ☐ Yes ☐ No
- *At least 36" wide? ☐ Yes ☐ No
- *Have a slip resistant surface? ☐ Yes ☐ No
- *If ramp, are edges flush with street and sidewalk? ☐ Yes ☐ No ☐ N/A
- *If ramp, is the slope ratio no greater than 1" H for 12" L? ☐ Yes ☐ No ☐ N/A
- *If ramp and ramp is more than 6" H or 72" L, is there a hand railing? ☐ Yes ☐ No ☐ N/A
10. Does the path of travel from the Accessible parking space to the interior of the store:
- *Have a clear path of travel at least 36" wide? ☐ Yes ☐ No
- *Have doors at least 32" wide? ☐ Yes ☐ No
- *Have doors that may be opened with a closed fist – both directions? ☐ Yes ☐ No
- *Have door thresholds 1/2" high or less? ☐ Yes ☐ No

INTERIOR:

11. *Is the path to the point where lottery tickets are sold/cashed clear and at least 36" wide? ☐ Yes ☐ No
12. *If the floor has mats, are they secured and non-sliding? ☐ Yes ☐ No ☐ N/A
13. *If the purchase point is a counter, is it 36" high or less **OR** will store personnel offer an alternative method to accommodate customers with disabilities and allow them to purchase/cash tickets? ☐ Yes ☐ No
14. *Is there a turning diameter of at least 60" **OR** T-shaped floor space with 36" aisles to allow a wheelchair user to reverse direction? ☐ Yes ☐ No