

OFF-SITE / SHARED PARKING / EXISTING PARKING

August 2014



A. GENERAL OVERVIEW

BRIEF DESCRIPTION

This packet outlines the procedures and submittal requirements necessary to obtain a site plan permit for off-site or shared parking on an existing parking lot within the City of Austin full-purpose and limited-purpose jurisdiction. The regulatory requirements and procedures for approval are defined in Chapter 25 of the Code of the City of Austin.

Additional information about the site plan permitting process and code requirements can be obtained prior to submitting a site plan application by contacting the Development Assistance Center (DAC) on the first floor of One Texas Center, 505 Barton Springs Road, phone 974-6370, or by visiting the City of Austin's Development Process and One-Stop Shop website at <http://www.austintexas.gov/department/development-assistance-center>. The City of Austin encourages people considering site development to request a development assessment to determine design requirements, project feasibility and permitting requirements. (See Section B, Step 1 below for more information).

WHAT ARE OFF-SITE AND SHARED PARKING?

Off-site parking is the provision of some or all of the parking for a use on a different site from the principal use. It is authorized under Section 25-6-501 of the City Code and must be approved whether the parking in question is required or excess parking.

Shared parking is parking which is used by more than one business at different times of the day, week, or year. It is authorized under Section 25-6-476 of the City Code and is intended for mixed-use developments which have different peak periods or hours of operation. Additional requirements for shared parking are found in Section 9.6.0 of the Transportation Criteria Manual.

Off-site parking may either be shared between different uses or reserved exclusively for a specific use. Similarly, shared parking may be either on-site or off-site.

This application packet is for off-site or shared parking facilities that use an **existing** parking lot. Off-site or shared parking that includes new construction must be submitted as a **consolidated site plan** if new buildings are also proposed ([Packet #11](#)) or as a **non-consolidated site plan** if there are no new buildings ([Packet #20](#)). **If approval by the Land Use Commission is required** (see following section), application [Packet #14](#) should be used instead of this packet.

WHO APPROVES OFF-SITE AND SHARED PARKING SITE PLAN PERMITS?

Administrative Approval

- If review by the Land Use Commission is not required, the Director of Planning and Development Review may approve the site plan administratively.

Land Use Commission Approval

Approval of the land use element of the site plan is required by the Land Use Commission under Section 25-5-142 of the City Code for:

- Conditional Use Permits when required by Chapter 25-2, Subchapter C
- Construction of improvements within a 1000-foot Hill Country Roadway Corridor

B. SITE PLAN REVIEW PROCEDURES

The procedures for review and approval of Site Plans are based on Volume III, Chapter 25 of the City of Austin Code. The process is summarized below:

STEP 1. DEVELOPMENT ASSESSMENT

A person may request an assessment of a proposed development **prior** to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development issues. A Development Assessment application ([Application Packet #01](#)) can be submitted any working day of the week with an appointment to the Intake Office.

Contact:
City of Austin
One Stop Shop – Development Assistance Center
505 Barton Springs Road, 1st Floor
Austin, Texas 78704
Phone: (512) 974-6370
Fax: (512) 974-6305

STEP 2: COMPLETENESS CHECK

In order to submit a site plan for review, an application for Completeness Check must be submitted to the **Intake** staff. **Completeness Check hours are from 8:30am to 10:30 am Monday- Friday.** No appointment is necessary. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Site Plan Application
- \$200.00 review fee (check, cash, money order or credit card)
- 2 copies of Site Plan sealed by professional engineer and/or Landscape Architect, as required by state licensing regulations.
- All Items listed on the completeness checklist, located in the Intake Office and available online at:

<http://www.austintexas.gov/sites/default/files/files/Planning/Land Use Review/IntSubmit Offsite Shared Parking.pdf>

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via e-mail or fax whether the application is approved or additional information is required for submittal. When the application packet is approved, the plans can be formally submitted for a detailed review. When the application is formally submitted, the \$200 completeness check fee is credited to the application fee. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

Contact:
City of Austin
One Stop Shop: Land Use Review - Intake Section
505 Barton Springs Road – 4th Floor
Austin, Texas 78704
Phone: (512) 974-2681 or (512) 974-2350 or (512) 974-7208 or (512) 974-2689
Fax: (512) 974-2620

STEP 3: FORMAL SUBMITTAL REVIEW PROCESS

The next step is to submit the Site Plan application packet to Intake to start the review process. Electronic copies of the application packet are available online at:

<http://www.austintexas.gov/sites/default/files/files/Planning/Applications Forms/18 offsite shared parking app.pdf>

Applications may be submitted to Intake Monday through Friday. **An appointment is necessary.** Please contact Intake at one of the numbers listed above to schedule an appointment. For submittal, the applicant will need to submit four (4) complete, folded, 24" x 36" copies of the site plan.

A Case Manager with the Land Use Review is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. If it is site plan complies with the provisions of the code and other applicable state and federal regulations and Commission approval is not required, the site plan will be approved administratively. The Comment Report can be viewed on the City of Austin website at https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp.

STEP 4: UPDATE

If it is determined that the site plan does not comply, the applicant must file an update to the site plan in order to bring it into compliance. **Contact Intake staff to schedule an appointment and submit the update.** Staff reviews the updates within 14 days of receipt, and the Case Manager will issue additional Master Reports identifying remaining items to be addressed. Updates will be required until the site plan is in compliance or the site plan expires.

Updates to the plan must be filed by the applicant within 180 days after the site plan has been filed. An applicant can request an extension to the 180 day update period if the request is made prior to the 180 day deadline. The request must be made in writing and the reason for the extension should be specified. Extensions may be granted for good cause at the Director's discretion for up to 180 days.

STEP 5: SITE PLAN APPROVAL AND RELEASE

Once all Code requirements have been met, the Case Manager will notify the applicant that the site plan can be approved administratively or scheduled for Commission approval if necessary. If Commission approval is necessary, the Case Manager will inform you of the date and time of the public hearing. Commission-approved site plans may be appealed by the applicant or an interested party to the City Council. An appeal must be filed within 14 days of the Commission's action. If the plan is appealed, you will be notified of the date and time of the public hearing before the City Council.

Prior to release of the site plan, an original mylar copy of the plans must be provided which will be signed by the Case Manager and retained in the City's files. Copies of the mylar will be made for distribution to other City departments, and you may request additional copies to be made for your personal use for an additional fee. An electronic submittal of the final plan is also required (see Exhibit VII).

Prior to site plan approval all fees must be paid. Additional fees may include: Variance, Notification, Phasing Fee, and Fiscal Surety. The Case Manager will inform you of any required fees prior to preparing the Development Permit.

Once all fees have been paid, plans have been copied, and the appeal period has passed, you will be advised that the site plan has been released and will be told when you can pick up the approved plans and permit.

SUBMITTAL INFORMATION & REQUIREMENTS

COMPLETED APPLICATION FORM

The application must be complete and accurate prior to submittal.

Section 1: PRIMARY PROJECT DATA

Project Name

Street Address

Indicate the address or range of addresses for all streets abutting the property (address information may be obtained from the Infrastructure Support Services (ISS) Address Section, 2nd floor).

Subdivision Reference and Legal Description

Property description shall accurately describe only the area of the site plan. The description shall be by either:

- lot and block of a recorded subdivision, including plat book and page, or
- brief legal description, i.e., (East 50 feet of Lot I, Block A, Austin Subdivision, or one acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records.)

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Grid Number

This can be found from a Mapsco, a grid map located on the 1st floor, or the GIS viewer on the City's website.

Tax Parcel Numbers

These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Section 2: APPLICATION ASSESSMENT

Development Assessment

If you have received a Development Assessment or a Process or Project Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

In a Neighborhood Plan?

To determine whether this site is located within a neighborhood plan, please refer to the following web site <http://austintexas.gov/page/neighborhood-planning-areas> and follow the link to "Neighborhood Planning Areas"

In a Transit-Oriented Development (TOD) District or the North Burnet/Gateway (NBG) District?

To determine whether this site is located within a TOD District, please refer to the GIS viewer on the City's website. Additional information can be found at the Planning and Development Review Department's TOD website: <http://www.austintexas.gov/departments/transit-oriented-development>.

To determine whether this site is located within the NBG District, please follow the instructions above for a Neighborhood Plan.

Off-site parking

If offsite parking is being requested, the site plan must show the primary use, the offsite parking, and the property address and legal description of both sites. In cases where the legal and practical walking distance between the nearest off-site parking space and the nearest public entrance of the use is more than 900 feet, a survey accompanied with exhibit and field notes may be required in order to verify the actual walking distance.

Prior to the release of the site plan, a signed lease agreement between the owner of the off-site parking and the owner of the use it serves must be submitted. Contact the Transportation Reviewer assigned to the case for a sample lease. At the time of application, a letter of intent to execute such a lease, signed by the owner of the off-site parking facility is required. The applicant should also submit a letter containing the following information:

- The reasons for requesting off-site parking.
- The number of parking spaces for which approval is requested.
- The days and hours of operation of the use for which parking is to be provided.

See Sec. 25-6-501 through 503 of the LDC and consult with the Development Assistance Center, 1ST floor, One Texas Center, 505 Barton Springs Road. Telephone 974-6370.

Shared Parking

If shared parking approval is being requested under Sec. 25-6-476, three copies of a Shared Parking Analysis are required. Consult with DEVELOPMENT ASSISTANCE CENTER for more detail

Complaint Violation/Red Tag

Identify whether this site has been issued a Complaint Violation/Red Tag.

Section 3: SITE AREA INFORMATION

Site Area

Indicate the Gross site area. See Sec. 25-1-21 (10) of the City Code for a definition of Gross Site Area.

Number of living units

Indicate the number of living units for all multi-family projects.

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Description of Proposed Development

Provide a summary description of the proposed project.

Section 4: RELATED CASES

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 5: OWNERSHIP INFORMATION

If other than sole or community property, use the boxes provided or attach a list of the partners /beneficiaries/ principals and their positions.

Section 6: OWNER INFORMATION

The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 7: APPLICANT INFORMATION

If the owner uses an agent or other representative to prepare and submit an application, fill out this section. If an agent is designated, this is considered the Applicant and will be PDR's primary contact

Section 8: ENGINEER /LANDSCAPE ARCHITECT / OTHER

If the owner uses an engineer, landscape architect, or other individual to prepare the plans, fill out this section.

FEES

Fee schedules are available in the Intake Center on the 4th floor of One Texas Center, 505 Barton Springs Rd.

TAX PLATS

Provide one blueline copy of each of the current tax plats, showing all properties within 500 feet of the tract or site plan area. Include all maps referenced within the 500 feet. Outline the tract or area of the site plan in red. (DO NOT SPLICE MAPS TOGETHER)

Tax plats can be obtained from:

- Hays County: Hays County Clerk's Office, 137 N. Guadalupe St., San Marcos, phone: (512)393-7330;
- Travis County: Travis County Tax Appraisal District, Walnut Creek Business Park, 8314 Cross Park Drive, Austin (Hwy 290 East and Cross Park Drive), phone: (512)834-9138. Tax plats for Travis County may be printed from T-CAD online; (www.traviscad.org).
- Williamson County: Williamson County Clerk, Justice Center Building, 405 Martin Luther King St., Georgetown, phone: (512)943-1515.

For projects located outside of Travis County, submit a list of names and address of all property owners within a 500-foot radius of the tract or site plan area.

TAX CERTIFICATES

Tax certificates shall be submitted with all site plan applications. For off-site parking applications, tax certificates must be submitted for both the property on which the use is located and the property on which the parking is located. Tax certificates can be obtained from:

- Hays County: Hays County Tax Assessor Office, 102 N. LBJ Dr., San Marcos;
- Travis County: Courthouse Annex, 5501 Airport Blvd.
- Williamson County: Williamson County Tax Assessor/Collector Office, 904 S. Main St., Georgetown.

The tax certificate should indicate that there are no taxes owed.

SUBMITTAL VERIFICATION AND INSPECTION AUTHORIZATION (form included in packet)

LOCATION MAP

Provide a 4" x 4" location map on a separate 8-1/2" x 11" sheet.

ACKNOWLEDGMENT FORM CONCERNING SUBDIVISION PLAT NOTE/DEED RESTRICTIONS (form included)

The applicant should carefully check these records before signing the attached Acknowledgement Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

SUBMITTAL REQUIREMENTS

- 1. Application**
- 2. Submittal Verification**
- 3. Inspection Authorization**
- 4. Acknowledgement Form**
- 5. EXHIBIT 1 Site Plan Requirements**
- 6. EXHIBIT 2 Release Notes**

**APPLICATION FOR
OFF-SITE/SHARED PARKING
EXISTING PARKING**

DEPARTMENTAL USE ONLY

Application Date _____ File Number _____
Development Review Type _____
Case Manager _____
Application Accepted By _____
Application Type _____

Section 1: PRIMARY PROJECT DATA

Project Name _____
Project Street Address (or range) _____ Zip _____

Provide either subdivision reference or brief legal description

____ 1. Subdivision Reference

Name _____ Approved _____
Block(s) _____ Lot (s) _____ Outlot _____
Plat Book _____ Page Number _____
Case # _____

____ 2. Brief Legal Description _____

Grid Number(s) _____

Tax Parcel Numbers _____

DEED REFERENCE OF DEED CONVEYING PROPERTY TO THE PRESENT OWNER

Volume _____ Page (s) _____ Sq.Ft. _____ or Acres _____

Section 2: APPLICATION ASSESSMENT

Has there been a Development Assessment? ☐ YES / ☐ NO File Number _____

In a Neighborhood Plan? ☐ YES / ☐ NO If Yes, Name of Neighborhood Plan _____

In a Transit-Oriented Development (TOD) District or the NBG District? ☐ YES / ☐ NO

If Yes, Name of TOD or NBG _____

Offsite parking? ☐ YES / ☐ NO

Shared parking? ☐ YES / ☐ NO

Land Development Jurisdiction: ☐ Full Purpose
☐ Limited Purpose

County _____

Does the site have an outstanding Complaint Violation/Red Tag? ☐ YES / ☐ NO

Section 3: SITE AREA INFORMATION

Gross Site Area: Acres _____ or Sq.ft. _____

Number of living units (if applicable): _____

EXISTING ZONING	EXISTING USE	TRACT #	ACRES/SQ FT	PROPOSED USE
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____

Description of Proposed Development

Section 4: RELATED CASES**FILE NUMBERS**

Zoning Case? ☐ YES / ☐ NO
Restrictive Covenant? ☐ YES / ☐ NO
Subdivision? ☐ YES / ☐ NO
Land Status Report? ☐ YES / ☐ NO
Existing Site Plan? ☐ YES / ☐ NO

Section 5: OWNERSHIP INFORMATION

Type of Ownership: _____ Sole _____ Community Property _____ Trust _____ Partnership _____ Corporation

If ownership is other than sole or community property, list the individuals, partners, principals, etc. below or attach a separate sheet.

Section 6: OWNER INFORMATION

Signature _____ Name _____

Firm Name _____ Phone # _____

Street Address _____

City _____ State _____ Zip Code _____ Contact _____

Section 7: APPLICANT - if applicable

Signature	_____	Name	_____
Firm Name	_____	Phone #	_____
Street Address	_____		
City	_____	State	_____
Zip Code	_____	Contact	_____

Section 8: ENGINEER /LANDSCAPE ARCHITECT / OTHER - Circle 1 or More

Firm Name	_____	Phone #	_____
Street Address	_____		
City	_____	State	_____
Zip Code	_____	Contact	_____

SUBMITTAL VERIFICATION

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc., may delay the proper review of this application.

PLEASE TYPE OR PRINT NAME BELOW SIGNATURE AND INDICATE FIRM REPRESENTED, IF APPLICABLE.

Signature

Date

Name (Typed or Printed)

Firm

INSPECTION AUTHORIZATION

As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted.

PLEASE TYPE OR PRINT NAME BELOW SIGNATURE AND INDICATE FIRM REPRESENTED, IF APPLICABLE.

Signature

Date

Name (Typed or Printed)

Firm

ACKNOWLEDGMENT FORM

I, _____ have checked for any information that may affect the review of
(Printed name of applicant)

this project, including but not limited to: subdivision plat notes, deed notes, deed restrictions, restrictive covenants, zoning conditional overlays, and/or Subchapter E design standards prohibiting certain uses and/or requiring certain development restrictions (height, access, screening etc. on this property), located at _____

(Address or Legal Description)

If a conflict should result with the request I am submitting to the City of Austin due to any of the aforementioned information, it will be my responsibility to resolve it. I also acknowledge that I understand the implications of use and/or development restrictions that are a result of the aforementioned information.

I understand that if requested I must provide copies of any and all of the aforementioned information that may apply to this property.

(Applicant's Signature)

Date

EXHIBIT 1

SITE PLAN REQUIREMENTS

The following information shall be included on site plans for off-site and shared parking using existing parking facilities. Some information may not be required for all applications; consult with a Transportation Planner for more details.

- _____ Date of submittal
- _____ Project title and street address
- _____ North arrow
- _____ Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'.
- _____ Property owner, address, telephone number
- _____ Legal description of property by lot, block and subdivision name, or by metes and bounds, if recorded, indicate the book and page number
- _____ Site location map that clearly indicates the precise location of the tract (4" x 4" minimum size)
- _____ Designer(s) company name, address, and telephone number
- _____ Seal and signature of the engineer preparing plans, and the date the plans were signed by the engineer (Not required for small projects)
- _____ Leave a blank space (approval space) in the lower right hand corner at least 5" x 3" on each sheet.
- _____ Boundary lines with bearings and dimensions
- _____ City limit line, when located in or near the site
- _____ Existing and proposed streets, alleys and private drives adjacent to and within property including median cuts; existing, dedicated right-of-way should be indicated next to street name; proposed right-of-way and all pavement widths
- _____ All existing and future dedicated easements
- _____ Boundary of all zoning districts on or near the site; all existing adjoining land uses
- _____ Show location of parking lots and vehicle use areas, landscape islands, peninsulas, and medians; amenities, walls, fences, sidewalks, and all other land improvements
- _____ Existing or proposed garbage pickup location(s) if commercial dumpsters are proposed; indicate by a note if City garbage pickup is proposed
- _____ In tabular form indicate the following information for each building
 - a) proposed use and the square footage for each use within each structure on the site
 - b) number of stories
 - c) type of restaurant (drive-in/fast food, limited, general), type of office (administrative and business, medical, professional), number of rooms for hotels or similar facilities, number of employees, and/or number of children for proposed school and day care services, if applicable
- _____ Proposed operation of driveways on site plan (i.e. one-way or two-way operation), identifying and labeling all physical barriers to vehicular access
- _____ Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted
- _____ Handicapped parking spaces meeting State standards
- _____ Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicated by dotted lines, a shading pattern or other identifiable legend)
- _____ Note on the plan indicating that each compact parking space must be identified by a sign stating "small car only" and signs posted on site directing motorists to such spaces

- _____ Location and type of bicycle parking
- _____ The location and design of all pedestrian sidewalk ramps related to the construction of this site
- _____ Number each sheet submitted and indicate the total number of sheets on each sheet (e.g. 2 of 4). Number the cover sheet as #1. Sheet numbers must be consecutive whole numbers with no letter or decimal suffixes such as A, B, C or .1, .2, .3.
- _____ Provide an index of site plan sheets on the cover sheet.

For offsite parking:

The following information is required when a project is requesting off-site parking:

- _____ Location of all sidewalk pedestrian ramps between the off-site parking and the public entrances of the use, if handicapped spaces are located off-site
- _____ Legal and practical walking distance between the nearest off-site parking space and the nearest public entrance of the use, measured in accordance with Sec. 25-6-501
- _____ Note on the plan indicating that signage will be provided as required by Sec. 25-6-503: one sign at the off-site parking facility indicating the property or use which it serves, and one sign on the use site indicating location of the off-site parking
- _____ Note on the plan indicating days and hours of operation for the proposed use and the uses from which spaces are being leased

EXHIBIT 2

RELEASE NOTES TO BE INCLUDED ON ALL SITE PLANS

Ordinance Requirements

1. All improvements shall be made in accordance with the released site plan. Any additional improvements will require a site plan amendment and approval from the Planning and Development Review Department.
2. Approval of this site plan does not include Building Code approval; Fire Code approval; or building, demolition, or relocation permits approval. A City demolition or relocation permit can only be issued once the historic review process is completed.
3. All signs must comply with the requirements of the Land Development Code.
4. The owner is responsible for all cost of relocation of, or damage to, utilities.
5. Additional electric easements may be required at a later date.

AMERICANS WITH DISABILITIES ACT

The City of Austin has reviewed this plan for compliance with City development regulations only. The applicant, property owner, and occupant of the premises are responsible for determining whether the plan complies with all other laws, regulations, and restrictions which may be applicable to the property and its use.