



License Agreement Application Land Management

Department Use Only: File no: _____ Date: _____

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

PURPOSE: Property owners may obtain a license agreement with the City of Austin to temporarily encroach into a public right-of-way, alley, or an easement for the private use of a structure or improvement. There are 3 main types of License Agreements, including streetscapes, retention / excavation support systems, and tower cranes. Land Management facilitates the license agreement application process from the intake to the recordation of the final license agreement document.

Section 1: Type of Improvements and/or Encroachment

License of: Public Property (right-of-way) Easement Hundred Block: _____

List ALL Appurtenances to be placed on Public Property or Easement:

Have improvements/encroachment been installed prior to application? Yes No

Is this an Amendment to an existing license agreement at this location? Yes No

If yes, provide File Number: _____

Adjoins property at the following street address: _____

Proposed use of the public property/easement:

Section 2: Applicant Information

Applicant Name: _____

Firm: _____

Applicant Mailing Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Section 3: Owner & Lienholder Information (If multiple owners please attach separate sheet.)

Same as Applicant Owner Name: _____

Owner Signature: _____

Firm: _____

Owner Mailing Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Lienholder Name: _____

Lienholder Mailing Address: _____

City: _____ County: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Section 4: Developer Information

Developer Name: _____

Firm: _____

Developer Mailing Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Section 5: Licensee Information (If other than the Landowner / Tenant)

Licensee Name: _____

Firm: _____

Licensee Mailing Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Section 6: Property Description of the Area to be Licensed and Adjacent Property

Gross Site Area: Acres: _____ -OR- Sq. Ft.: _____

Appraisal District Parcel#: _____ Plat Book/Volume: _____

Legal Description: _____ Plat Page#: _____

Subdivision Name: _____ Document No.: _____

Section 7: Liquor Information

If applying for Sidewalk Café will alcoholic beverages be sold/served in the right-of-way?

Yes **No** If yes, \$1,000,000 Liquor Legal Insurance is required. Applicant shall comply with all requirements of the Texas Alcoholic Beverage Commission. Provide the name of license holder and the license number of the T.A.B.C. permit.

Name: _____ **Permit Number:** _____

Section 8: Historic Designation

Historical Designation: **Yes** **No**

Historical Zoning: **Yes** **No**

Property in Historical Zoning District: **Yes** **No**

Section 9: Related Cases

Existing Site Plan: **Yes** **No** File Number: _____

Subdivision Case: **Yes** **No** File Number: _____

Name of Development Project: _____

The undersigned Landowner/Tenant/Applicant declare that the information provided in this application is true and correct. I have read and understand that the processing of this Application will be handled in accordance with the Procedure for Requesting a License Agreement and that no action on processing will be taken without payment of the non-refundable processing fee. I understand that acceptance of this application and fee in no way obligates the City of Austin to license the subject area. I understand that the value of the Right-of-Way, if recommended to be licensed, will be determined by the City of Austin, Real Estate Services Division and a Check and Certificate of Insurance must be presented before the request will be recommended for Administrative Approval. It is further understood that the City of Austin is not responsible for any cost or inconvenience incurred by the Landowner/Tenant/Applicant/Agent with the application is not approved.

Landowner's Signature: _____ Applicant's Signature: _____

Tenant's Signature: _____

If you have questions, please email, or call Land Management Department:

LandManagement2@AustinTexas.gov

Office: (512) 978-1674

Submit application, upload documents & pay on:

(AB+C) Austin Build + Connect – Portal
<https://austintexas.gov/digital-development>

Mailing Address:

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DSD – Land Mgmt.
P.O. Box 1088
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