

Austin Transportation Department Instructions on applying for Commercial Loading Permits

**Parking Operations Office
Main Phone # (512) 974-1563
Fax # (512) 974-1560**

Application Guide

1. Please read entire application packet including the guidelines and rules, and all maps attached.
2. Initial at the top of each page acknowledging you have read each page and fully understanding all material upon signing application.
3. The authorized representative from the applying company will fill out application, including name, company name, address and phone number and email address.
4. Enter the quantity of each permit request type and add up total at end of each column.
5. Place N/A by blank spaces indicated no quantity for the permit type.
6. Add sales tax first then add the one time processing fee of \$25.00. This is an overall application fee and not a per permit added cost, so only add this cost once per application submitted.
7. Authorized representative will then sign the application and press submit for digital response or email all parts of application, including all initialed pages to email address parking@austintexas.gov
8. Wait for email from City of Austin staff to email confirmation of application acceptance and to set up meeting time to make payment and pick up permits.

Important Considerations:

1. City of Austin **ONLY** accepts cash or check for payment of permits.
2. Checks should be made out to the City of Austin, Austin Transportation Department.
3. Companies requesting invoices for check retrievals from cooperate offices, should request this information when submitting application. The City of Austin will send applicant W-9 information when vendor setup is needed to obtain checks from company's corporate offices.
4. Please do not set up an appointment unless funds are secured and payment is ready to be made. No permits will be given out until payment is made in full.
5. If you choose to mail payment, please mail payment too:
**Austin Transportation Department
Parking Enterprise Division
Attn: CVLZ Program
1111 Rio Grande Street
Austin, Texas 78701**
6. Checks sent by mail can take up to 2 weeks to be received and processed. An email will be sent out to representative once payment has processed and permits are ready for pick-up.
7. All permits will be **PICK-UP ONLY** and no permits will be mailed out.
8. All permit requests are **BY APPOINTMENT ONLY** and prearranged before coming into office.
9. Please call the Parking Operations Office if you have any questions.



CITY OF AUSTIN
AUSTIN TRANSPORTATION DEPARTMENT
PARKING OPERATIONS DIVISION
1111 RIO GRANDE ST.
AUSTIN TX, 78701
Phone # (512)-974-6528
Fax # (512)-974-1560

Sign Initials _____

Commercial Loading/Unloading Permit Program Rules/Guidelines

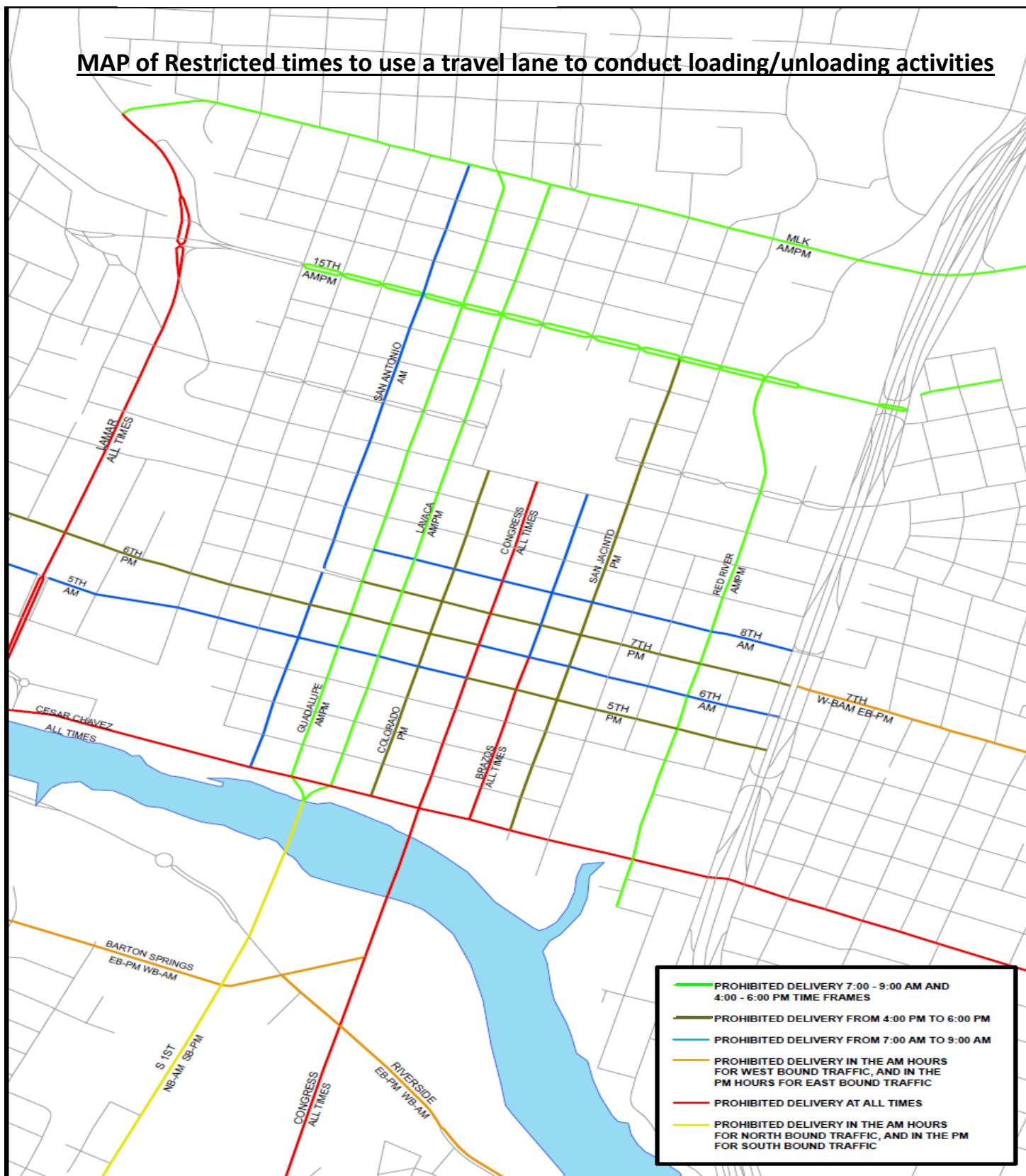
- Read and understand City of Austin Code **§12-5-12-Commercial vehicle loading or unloading from a metered space, commercial loading zone, or curb-side travel lane.**
- Citation fine amounts can be found in City of Austin Code **§12-5-90-Civil Fines, Costs, and Fees** and are titled commercial vehicle loading and unloading.
- In order to use the commercial loading/unloading permit, a vehicle must be classified as a commercial vehicle to deliver cargo per City of Austin Code **§12-5-5 – Requirements for commercial delivery vehicles.**
- Commercial loading/unloading permits can be inter-changeable between fleet vehicles within the same company.
- A permit allows commercial vehicles to use a travel lane closest to the curb or a paid parking space without paying the meter fee to conduct loading/unloading activities for the duration of time indicated on the permit.
- Commercial vehicles can park in designated 30 minute commercial service zone for the duration of time indicated on the permit. **A commercial loading/unloading permit is not required** for a commercial vehicle to use a commercial service zone for the 30 minutes indicated on the sign including alleys.
- Commercial permits shall be used on designated city streets and shall not be used on a roadway or facility within the jurisdiction of the State of Texas, including but not limited to the University of Texas campus; the Capitol Complex, bounded by Lavaca Street, Martin Luther King, Jr. Boulevard, Trinity Street and 10th Street.
- Hours of restriction for Commercial Service loading/unloading in a travel lane are concentrated in the Downtown Austin Project Coordination Zone and along critical arterial corridors will be from 7am-9am which is considered “AM hours” and 4pm to 6pm, the “PM hours,” Monday through Saturday. A map will be supplied to each company representative that indicates the times and streets that deliveries cannot be conducted in a travel lane. The boundary of the Downtown Austin Project Coordination Zone or “DAPCZ” is from Mopac to Chicon; and Oltorf to MLK Blvd.
- Commercial loading/unloading permits **do not** allow loading/unloading activities to be conducted on or in:
 - 1) A travel lane on Congress Ave, Lamar or Cesar Chavez at any-time.
 - 2) A travel lane where there is only a single lane in one direction.
 - 3) A travel lane during a restricted time indicated on the time/street restrictions map.
 - 4) A designated transit priority lanes and designated bike lanes
 - 5) A manner that the loading/unloading activity in a travel lane interferes with the adjacent lane causing a second lane to be partially blocked.
 - 6) A manner that blocks any portion of a bike lane
 - 7) An area that is reserved by the City of Austin for special event parking
 - 8) A manner that violates any existing City of Austin parking regulations including but not limited to blocking crosswalks, alleys, or handicap parking spaces.
- Commercial vehicles must display the commercial permit in a manner that the permit content can be read and is suggested to be placed on the rear-view mirror or with the provided suction cup hanger where the rear-view mirror would be if a commercial vehicle does not have the option of a rear-view.



CITY OF AUSTIN
AUSTIN TRANSPORTATION DEPARTMENT
PARKING OPERATIONS DIVISON
COMMERCIAL LOADING/UNLOADING MAP
1111 RIO GRANDE ST.
AUSTIN TX, 78701

Sign Initials _____

MAP of Restricted times to use a travel lane to conduct loading/unloading activities



RESTRICTED COMMERCIAL LOADING ZONES

CITY OF AUSTIN TRANSPORTATION DEPARTMENT

SCALE: 1 IN = 400 FT

PRINTED: 01/2015



This map has been produced by the City of Austin Transportation Department for the sole purpose of facilitating transportation planning. It should not be referred to as an official source of land use or zoning, and is not warranted for any other use. No warranty is made regarding its accuracy or completeness.



CITY OF AUSTIN
AUSTIN TRANSPORTATION DEPARTMENT
PARKING OPERATIONS DIVISION
COMMERCIAL PERMIT APPLICATION
1111 RIO GRANDE ST.
AUSTIN TX, 78701

3 Types of Permits Available

<u>30 Minute</u>	<u>\$150/year</u>	Allows double parking in a travel lane, at a meter, and in a CVLZ for a maximum of 30 minutes .
<u>1 Hour</u>	<u>\$300/year</u>	Allows double parking in a travel lane, at a meter, and in a CVLZ for a maximum of 1 hour .
<u>2 Hour</u>	<u>\$625/year</u>	Allows double parking in a travel lane, at a meter, and in a CVLZ for a maximum of 2 hours ea.

1. Company name: _____
2. Authorized Representative Name: _____
3. Address of Company: _____
4. Phone number: _____

Type	# of Permits	Total
30 minute	_____ X(\$150.00)	_____
1 Hour	_____ X(\$300.00)	_____
2 Hour	_____ X(\$625.00)	_____

****(Multiply permit total by .0825 then add \$25 processing fee to get total)** Total: _____**

I, the undersigned authorized representative of the above company, do hereby acknowledge the rules and guidelines for using a commercial loading and unloading permit listed within this application and have read and understand all rules and guidelines and have signed by initialing each page of the guidelines received. I also acknowledge that the City of Austin is not responsible for giving such rules and guidelines to the vehicle owners designee using the commercial loading and unloading permits for the company and it will be the sole responsibility of the companies authorized representative to make sure all employees that use commercial loading and unloading permits will be informed of all rules and guidelines set forth by the City of Austin.

Signature of Company Service Representative

Date

E-mail Address

For City of Austin Staff Use Only

Permit numbers issued: _____

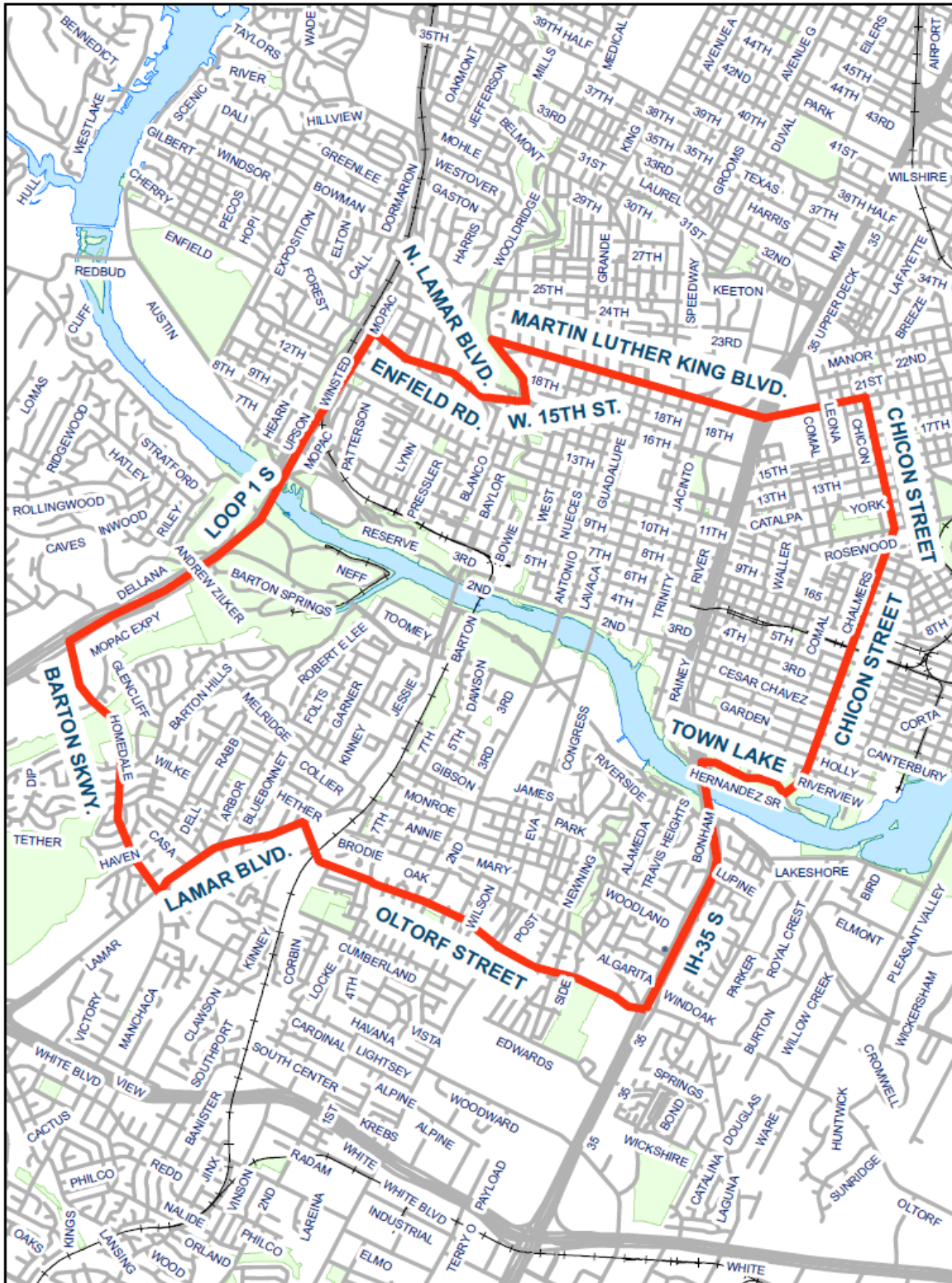
Permits issued by: _____ Signature: _____ Date: _____

Permit(s) Start Date: _____ Permit(s) Expiration Date: _____



CITY OF AUSTIN
AUSTIN TRANSPORTATION DEPARTMENT
PARKING OPERATIONS DIVISION
DAPCZ MAP
1111 RIO GRANDE ST.
AUSTIN TX. 78701

Sign Initials _____



DOWNTOWN AUSTIN PROJECT COORDINATION ZONE
(DAPCZ)

