



City of Austin

Austin Transportation Department, Right of Way Management Division
3701 Lake Austin Blvd., Austin, Texas 78703

REQUIREMENTS FOR PARKING PERMITS

Requests for the use of City of Austin Right Of Way, including pay stations and parking meters, for all purposes, must be authorized by the Austin Transportation Department. Enclosed in this packet are links to the City Code pertaining to these permits and additional helpful information. If *after* reading through this packet you have any questions or need additional information, please contact us at 512-974-1150 or visit our office:

City of Austin, Transportation Department
Right Of Way Management Division
3701 Lake Austin Blvd., Austin, TX 78703
Walk-in Hours – Monday through Friday, 8 a.m. to 1 p.m.

If you are parking vehicles for non-construction purposes, such as loading/unloading or special events, and need to occupy parking space(s) for an extended amount of time, this is the permit you will need. If you are performing any kind of construction in the Right of Way, you will need to apply for a Temporary Use of Right of Way Permit.

STEPS TO OBTAIN A PARKING PERMIT

1. Parking that is NOT directly in front of the requesting business/residence will require business/resident signoffs from neighboring locations.
2. Submit a Parking application through the Right of Way Management Network (ROWMAN) at <https://www.austintexas.gov/rowman>.
3. Provide any applicable documentation and pay Parking fees; Parking Permits can then be activated by Right of Way Management.

NOTE: RESERVATION OF PAY STATIONS/METERS MUST BE REQUESTED AT LEAST **72 HOURS** IN ADVANCE OF THE REQUIRED DATE AND BE PAID WITHIN **48 HOURS** OF THE REQUIRED DATE. **IF THIS TIME FRAME IS NOT MET, THE APPLICANT WILL BE REQUIRED TO BARRICADE/CONE OFF THE PERMITTED AREA.** PERMITS WILL **NOT** BE ISSUED FOR ADVERTISEMENT PURPOSES, DISPLAYS, EXHIBITIONS, OR PRIVATE PARKING. **PERMITS MUST BE DISPLAYED AT CURBSIDE IN ALL PERMITTED VEHICLES AT ALL TIMES. FAILURE TO DO SO COULD RESULT IN THE VEHICLE(S) BEING TICKETED.**

STEP 1 – SIGNOFFS

Notification of affected **property owners/managers or residents** is required for most parking activities. Provide the affected parties with the Notification and Signoff Request form included in this packet. IF an affected party cannot be reached, submit a statement that no personal contact could be made and note the dates the attempts were made. Make two good faith attempts to establish contact. Notification should be made **before the application is filed through ROWMAN.**

****SEE PAGE 4 OF THIS PACKET FOR THE SIGNOFF REQUEST FORM****

STEP 2 – PARKING APPLICATION, USING ROWMAN

1. Go to <https://www.austintexas.gov/rowman>.
2. Scroll to the bottom half of the page. New users should select “Click Here to Create a New Account”. Returning users should select “Click Here to Login”.
3. Once logged in, select “New Activity Request Form”.
4. Choose “Load/Unload Parking Spaces” as the permit type and then select “Submit”.
5. Review and check the Required Acknowledgements and then select “Submit”.
6. Enter “Street Name”. NOTE: Keep name short. Do **NOT** use directional prefix such as “W” for West. **Ex:** For 801 W Oltorf Street, type in *only* “Oltorf”. For 500 W 6th Street, type in *only* “6”. Then select “Search for Street”.
7. Choose a block range then select “Add”. Repeat steps 6 & 7 as many times as needed. Once all affected streets have been added, select “Continue to Next Step”.
8. Continue entering all applicable information regarding your project. Fields marked with asterisks CAN be left blank.
9. Once your application is submitted please record your project ID#; this will also be your ROWMAN#.

****NOTE: The pay station number should be entered for EACH space requested.** In addition to indicating the pay station number, each request should also note which side of the street is being requested by identifying which curb is needed AND, if only a portion of a parking bay is requested, note which end of the bay is needed – N, S, E, W, or Mid-Block (MB). **Ex:** To request the 4 westernmost spaces - out of the 6 available spaces - along the north curb of pay station 0102, you would enter – “PS0102, NC, WE” - four separate times. (NC = North Curb, WE = West End) **SEE IMAGE BELOW FOR ILLUSTRATION. ****

Right of Way Management Application Network

New Activity Request - Parking Spaces

Area 1 of 1 - 115 W 6TH ST

Please tell us how you intend to use 115 W 6TH ST. Required fields are marked with a * (asterisk).

How many pay station/metered parking spaces on 115 W 6TH ST do you want to use?

4 ▼

Parking Station/Parking Meter 1 number:

PS0102, NC, WE

Parking Station/Parking Meter 2 number:

PS0102, NC, WE

Parking Station/Parking Meter 3 number:

PS0102, NC, WE

Parking Station/Parking Meter 4 number:

PS0102, NC, WE

How many unmetered parking spaces on 115 W 6TH ST do you want to use?

0 ▼

Full Pay Station/Metered Parking Closure?

No Yes

Submit

STEP 3 – DOCUMENTATION AND FEES

PARKING DOCUMENTATION

Special Events:

Parking permits for **Special Events** are issued on a case-by-case basis depending on the type of event and the intended use of the parking spaces. Certain events may be required to obtain a Special Events Permit; this includes events that require the use of amplified sound. **Provide a thorough description of all special events.**

Restricted Zones:

Parking Permits for **Restricted Zones** are issued on a case-by-case basis depending on the type of zone and the intended use of the parking spaces. Permits will **NOT** be issued for “No Parking” or Handicap Zones. **Provide the exact verbiage of the zone signage. ****ALL RESTRICTED ZONES MUST BE RESERVED BY THE APPLICANT.******

Temporary Storage Devices:

Parking Permits for **Temporary Storage Devices** are issued on a case-by-case basis depending on the type of device and the location. Certain locations may be required to obtain a Temporary Use of Right of Way Permit. **Type III Barricades must be placed on both sides of the Temporary Storage Device.**

Non-Profit Requests:

Non-profits requesting waivers of fees must provide a copy of their exemption letter from the Internal Revenue Service (IRS) and a letter justifying the use of the parking spaces for the fundraiser. The justification letter must include the name and nature of the fundraising event.

PARKING FEE SCHEDULE

Permit Fee	\$ 35.00
Metered or Pay Station Parking Spaces	\$10 - \$16 per space
<i>**Location and Day of Week Dependent; Equal to Full Daily Fee of Meter**</i>	

CITY CODE

For information about City Ordinances, Standard Details, Transportation Criteria Manual, Utilities Criteria Manual, etc. go to <https://www.municode.com/library/tx/austin>. For in depth parking permit requirements, reference “Article 2. - Temporary Use of a Parking Space” (chapters 14-6-11 through 14-6-13).”

PERMIT REQUIRED; CODE (14-6-11)

- (A) A person must file an application, pay a fee, and obtain a permit from the director to use a designated parking space for a non-construction purpose and obtain an exception to applicable parking regulations.
.....
- (C) The director may not issue a permit for use of:
 - (1) A parking space for advertising, a display, exhibition, or private parking; or
 - (2) A parking space designated for handicapped parking.
- (D) Place a barricade or other traffic control device in a right-of-way;

CONSENT OF ADJACENT PROPERTY OWNERS OR RESIDENTS; CODE (14-6-13)

If the director determines that the number of parking spaces requested for closure or the length of a temporary closure may have an adverse impact on the ability of adjacent property owners or residents to use their property, an applicant must obtain the written consent of the adjacent property owners or residents before the director may issue a permit.

CITY OF AUSTIN PROPOSED PARKING SPACE PERMIT NOTIFICATION AND SIGNOFF REQUEST



The City of Austin requires in some instances, that property owners/residents whose property is adjacent to the parking area sought to be closed must be notified. The notification must indicate by signature, whether the property owner/resident approves or disapproves of the proposed parking closure. For additional information on City of Austin Parking Space Permit requirements please call 974-1150.

For additional information concerning the use of the parking space(s) at this location please contact:

(Contact Name)

(Phone Number)

_____ is applying for a PARKING SPACE PERMIT for the following activity:
(Contact Name)

(Description of Activity)

The activity is scheduled for the following dates and times: _____

The activity will close off parking spaces on the following street(s): _____

Property Owner/Resident Please fill out the this section completely as this information is used by the City of Austin to determine whether or not the parking activities indicated above will be approved or denied.

APPROVE DISAPPROVE

(Print Name and Title if applicable)

(Signature)

(Address OR Street and Block Number)

(Phone Number)

Residence Business
(Check One)

(Name of Business if applicable)

Comments: _____