



Off-Site/Shared Parking Application for Existing Parking

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

PURPOSE: This application is for obtaining a site plan permit for off-site or shared parking on an existing parking lot within the City of Austin jurisdiction (full-purpose and limited-purpose city limits). For the following information, please visit <http://www.austintexas.gov/page/land-use-applications#site>: See Off-Site/Shared Parking Overview and Review Procedures for site plan general information and review procedures; see Off-Site/Shared Parking Application Instructions for instructions on completing this application and submittal requirements.

This application is a fillable PDF that can be completed electronically. To ensure your information is saved, [click here to Save](#) the form to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

The application must be complete and accurate prior to submittal. ***If more space is required, please complete the last section as needed***, and check the Additional Space box at the top or end of this application.

All information is required (if applicable).

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Development Review Type: _____
Application Accepted By: _____
Application Type: _____
Case Manager: _____

Additional space was required to complete this application. I have completed the Additional Space section. (This check box is also at end of the application.)

Section 1: Project Information

Project Name: _____

Project Street Address (or range):

Zip: _____

Description of Proposed Development:

Provide either Legal Description or Subdivision Reference:

Legal Description:

Subdivision Reference

Name: _____

Block(s): _____ Lot(s): _____ Outlot: _____

Plat Book: _____ Page Number: _____

Document Number: _____ Case Number: _____

Deed Reference of Deed Conveying Property to the Present Owner

Volume: _____ Document Number: _____

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

Tax Parcel Number(s): _____

Section 2: Applicant/Agent Information

Applicant Name: _____

Firm: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone 1: _____ Type 1:

Phone 2: _____ Type 2: Phone 3: _____ Type 3:

Section 3: Owner Information

Same as Applicant Owner Name: _____

Owner Signature: _____

Firm: _____

Owner Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone 1: _____ Type 1:

Phone 2: _____ Type 2: Phone 3: _____ Type 3:

Section 4: Engineer Information

Not Applicable Same as Applicant Name: _____

Firm: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone 1: _____ Type 1:

Phone 2: _____ Type 2: Phone 3: _____ Type 3:

Section 5: Other Professional/Trade Information

Not Applicable Same as Applicant Type:

Name: _____

Firm: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone 1: _____ Type 1:

Phone 2: _____ Type 2: Phone 3: _____ Type 3:

Section 6: Property Attributes

Land Development Jurisdiction: Full-Purpose Limited-Purpose

County: _____

In a Neighborhood Plan? Yes No

 If Yes, name of Neighborhood Plan: _____

In a Transit-Oriented Development (TOD) District, the North Burnet/Gateway (NBG), the East Riverside Corridor (ERC), or Other? Yes No

If Yes, name of TOD, NBG, ERC, or Other: _____

Has there been a Development Assessment? Yes No File Number: _____

Off-site parking? Yes No

Shared parking? Yes No

Section 7: Site Area Information

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

Number of Newly Proposed Residential Units (if applicable): _____

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

Section 8: Related Cases

Zoning Case? Yes No

Restrictive Covenant? Yes No

Subdivision? Yes No

Land Status Report? Yes No

Existing Site Plan? Yes No

FILE NUMBERS

Section 9: 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 Month Day Year

Name (Typed or Printed)

Firm

Section 10: 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 Month Day Year

Name (Typed or Printed)

Firm

Section 11: Acknowledgment Form

I, _____ have checked for any information that may
(Printed Name of Applicant)

affect the review of 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

Month

Day

Year

For Submittal Requirements and Exhibits

Please see Off-Site/Shared Parking Application Instructions at
<http://www.austintexas.gov/page/land-use-applications#site>

Section 12: Additional Space (if necessary)

Please use the space below to provide additional information as needed. To ensure the information is referenced to the proper item, include the Section and Field names as well. In addition, please check the Additional Space box below.

Additional space was required to complete this application.



City Arborist Review Addendum for Commercial Subdivision and Site Plan Submittals

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File Number: _____ Date Issued: _____
Application Accepted By: _____ Date: _____

Section 1: Project Information

Application type: Single Family Subdivision Commercial Subdivision/Site Plan
Project Name: _____
Project Street Address: _____

Section 2: City Arborist Review

Has there been an onsite consultation with a City Arborist? Yes No

(If yes, please include all consultation correspondence and documents.)

Consultation – Tree Permit Number: _____

For single-family subdivision applications in the full- and limited-purpose jurisdictions:

- Number of trees with a diameter of 19 in. or greater located within the LOC: _____
- Number of trees with a diameter of 19 in. or greater located immediately adjacent to the LOC: _____
- Total number of trees with a diameter of 19 in. or greater: _____

For commercial subdivision and site-plan applications in the full- and limited-purpose jurisdictions:

- Number of trees with a diameter of 8 in. or greater located within the LOC: _____
- Number of trees with a diameter of 8 in. or greater located immediately adjacent to the LOC: _____
- Total number of trees with a diameter of 8 in. or greater: _____