



# Off-Site/Shared Parking Overview and Review Procedures

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

The following information provides General Information and a summary of the Review Procedures to obtain 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).

## General 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 of Austin Land Development Code (LDC) 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 9.6.1 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 is for off-site or shared parking facilities that use an **existing** parking lot. For the following situations, please visit <http://www.austintexas.gov/page/land-use-applications#site>. Off-site or shared parking that includes new construction must be submitted as a **consolidated site plan** if new buildings are also proposed (Consolidated Site Plan Application), or as a **non-consolidated site plan** if there are no new buildings (Non-Consolidated Site Plan Application). **If approval by the Land Use Commission is required** (see following section), Administrative Site Plan Revision Application should be used instead of this application.

### 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 Development Services Department 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

## 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 Land Development Code (LDC). The process is summarized below:

### Step 1: Development Assessment (Optional)

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. For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

### Step 2: Completeness Check

In order to submit a site plan for review, an application for Completeness Check is required. 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
- Site Plan Review - Completeness Check fee (check, cash, money order, or credit card): see <http://www.austintexas.gov/department/fees>
- 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/page/land-use-applications#site>

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. **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.**

### Step 3: Formal Submittal Review Process

The next step is to submit the Off-Site/Shared Parking Application to Intake to start the review process. Electronic copies of the application are available online at <http://www.austintexas.gov/page/land-use-applications#site>.

For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

**Electronic submittal of CADD files and other documents is also required** for the initial submittal, as described in Exhibit III (Off-Site/Shared Parking Application Instructions). A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to release of the site plan.

A Case Manager with the Land Use Review Division 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 the 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 Master Comment Report can be viewed on the City of Austin website at [https://www.austintexas.gov/devreview/a\\_queryfolder\\_permits.jsp](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 in order to bring it into compliance. For submittal information, please visit <http://austintexas.gov/digitaldevelopment>. 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. All comments must be cleared prior to the expiration date, or the application will expire and a new application must be submitted

#### **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 electronic submittal of the final plan is also required, as described in Exhibit III (Off-Site/Shared Parking Application Instructions).

Prior to site plan approval all fees must be paid. Additional fees may include but are not limited to: Variance, Notification, Phasing Fee, and Fiscal Surety. The Case Manager will inform you of any required fees prior to preparing a Site 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.