



**PERMIT FOR EXTENDED**  
**OCCUPANCY OF PARKING SPACES**

Chapter 14-6-11 of the Code of the City of Austin establishes procedures for “Extended Occupancy of Parking Spaces for Non-Construction” purposes. Non-construction purposes shall include the storage of news media equipment, special events, loading or unloading, or other purposes approved by the Director.

Permits shall not be issued for advertisement purposes, displays, exhibitions or private parking.

The fees for Parking Space Permits are:

Administration fee:	\$35.00
Metered or Pay Station Parking Spaces in	\$10 per space per day*
*Fee is determined by hours of operation	\$13 per space per day*
	\$16 per space per day*
Non pay to park spaces ●	\$10 per space per day

Enclosed in this packet are copies of the City Code pertaining to these permits, Departmental Guidelines for Issuing Parking Space Permits, a sign-off form and an application for the permit. If you should have any questions or need additional information after reading through this packet, please call 974-1150.

Jason Redfern  
Division Manager  
Office of Right-of-Way Management

**Austin Transportation Department**



## TITLE XIV: USE OF STREETS AND PUBLIC PROPERTY

### **ARTICLE 2. TEMPORARY USE OF A PARKING SPACE.**

#### **§ 14-6-11 PERMIT FOR TEMPORARY USE OF A PARKING SPACE.**

(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.

(B) Except as provided in Subsection (C), the director may issue a permit to allow extended use of a parking space for a non-construction purpose. The director:

(1) may establish permit terms and conditions necessary to protect public health, safety, and welfare; and

(2) must include an indemnification and hold harmless provision in each permit that requires the permittee to indemnify the City against any claim for damages resulting from the use of a parking space under the permit.

(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) The director may waive the requirements of this section for a governmental entity, franchise holder, nonprofit organization, or other applicant that uses a parking space for a non-commercial purpose.

(E) The city manager may issue a permit that allows a city employee on city business to park a private vehicle in a metered parking space.

*Source: 1992 Code Sections 15-2-5(A), (B), (C)(2), (E), and (F); Ord. 031204-12; Ord. 031211-11; Ord. 20060504-039.*



## Departmental Guidelines for Issuing Parking Space Permits

- 1) Parking Permits can only be issued for legal parking spaces. **NO PERMITS** shall be issued for No Parking or Handicap Zones, **NO EXCEPTIONS**.
- 2) Parking Space Permits will not be issued for any activity that requires the use of amplified sound. This must be permitted under the Special Event Permit.
- 3) The Austin Transportation Department may require the applicant to obtain written consent from affected properties in the area. If required, written notification shall be made on forms provided by the city.
- 4) Requests for Parking Permits requiring the hooding of meters or pay stations or the placement of gorilla sticks must be requested at least 78hrs in advance of the required date, and be paid within 48hrs of required date. If this time frame is not met the applicant will be required to barricade / cone off the permitted area.
- 5) Applications must be submitted online at [www.austintexas.gov/rowman](http://www.austintexas.gov/rowman) .
- 6) 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 name and nature of the fund raising event shall be included in the letter.
- 7) 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. Some types of events may be required a Special Events Permit.
- 8) Parking Space Permits must be paid for in person at 3701 Lake Austin Blvd, Austin, TX 78703. The applicant must take their receipt to the receptionist on the 1<sup>st</sup> floor to obtain their Permit.
- 9) The Permit must be displayed at curbside in all permitted vehicles. The original permit must be on site and available for inspection at all times. Failure to do so could result in the vehicle(s) being ticketed.



# City of Austin

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

## 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 974-7180.

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

\_\_\_\_\_  
(Company's Contact Name) (Phone Number)

\_\_\_\_\_ is applying for a PARKING SPACE PERMIT for the following activity:  
(Company 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): \_\_\_\_\_

The activity will consist of the following: \_\_\_\_\_

**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 activities indicated above will be approved or denied.

APPROVE

DISAPPROVE

\_\_\_\_\_  
(Print Name and Title) (Signature)

\_\_\_\_\_  
(Print Address) (Phone Number)

Residence  Business \_\_\_\_\_  
(Check One) (Name of Business)

Comments: \_\_\_\_\_

Received by Austin Transportation Department; Right-of-Way Management on \_\_\_\_\_



## Submitting a ROWMAN Request

1. Go to [www.austintexas.gov/rowman](http://www.austintexas.gov/rowman)
2. Select the **ROWMAN** link
3. Create a new user account or Log in using existing password. (Fill out info as required)
4. Click **New activity request form**
5. Choose *Parking Spaces* & **Submit**.
6. Enter in a street name & **Search**. *Hint:* Keep names short. For numbered streets just use the number. *Ex:* for W 6<sup>th</sup> just type in 6.
7. Choose a block number or address - then click **add**. (Repeat steps 6 & 7 as many times as needed.) Select **Continue**.
8. Navigate thru site entering information regarding your project
9. Submit and record your project ID#, which will also be your ROWMAN#

NOTE: Pay Station Number should be entered as a meter number for each space requested. If partial parking bay is requested note which end (N,S,E,W) of the bay is being requested.

i.e. (east-west street)

4 spaces at Pay Station 0102 would be entered as PS0102 four times.

2 spaces at Pay Station 0102 would be entered as PS0102 two times.

Note in the description the number of spaces further west.

(Pay Station 0102 is on the 200 blk of W 5<sup>th</sup> St., south curb, west end and has 6 spaces.) PS0102, SC, WE, 6 spaces or 2 spaces furthest west, ect.

NOTE 2: When using a numbered street enter just the number and t, n, s or r. Then choose the correct street from the drop-down list.

3<sup>rd</sup> St. = 3r

2<sup>nd</sup> St. = 2n

1<sup>st</sup> St. = 1s

38<sup>th</sup> St = 38t