



City of Austin

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

REQUIREMENTS FOR PARK(ING) DAY PERMITS

In an effort to promote streets that serve users of all modes, and in accordance with the City of Austin's Complete Streets Policy, the Austin Transportation Department will review requests for the use of pay stations/meters in connection with PARK(ing) DAY – September 18, 2015. This packet contains helpful information regarding the Parking Permit application process and additional requirements for PARK(ing) DAY activities. 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.

HOW 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.

SPECIAL NOTES FOR PARK(ING) DAY ACTIVITIES:

- 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.
- PARKING SPACES MUST BE DELINIATED USING A **SERIES OF GRIPPER CONES**; THREE TO FOUR CONES MAY BE NECESSARY. CONES MUST BE 28-48 INCHES IN HEIGHT AND CANNOT BE ATTACHED TO EACH OTHER USING STRING OR RIBBON.
- ADVERTISING, VENDING, AND AMPLIFIED SOUND ACTIVITIES ARE **NOT** PERMITTED THROUGH THIS PROCESS.
- **ADA AND SIDEWALK ACCESS MUST BE MAINTAINED AT ALL TIMES.** ACCORDINGLY, SIDEWALKS AND CROSSWALKS CANNOT BE USED FOR LOADING AND UNLOADING OF MATERIALS.
- **PERMIT MUST BE DISPLAYED ON SITE AT ALL TIMES.** FAILURE TO DO SO COULD RESULT IN THE SPACE BEING TICKETED.
- REQUESTED LOCATIONS ARE **SUBJECT TO REVIEW.**
- REVIEW THE **COMPLETE STREETS POLICY**, IN FULL, [HERE](#).

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 3 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. **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 or house # 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. NOTE: Indicate “PARK(ing) DAY” in the activity Description to distinguish the request.
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. If only a portion of a parking bay is requested, note which end of the bay is needed – N, S, E, W. **Ex:** To request the 4 westernmost spaces - out of the 6 available spaces - along the north curb of pay station O102, 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:

Parking Station/Parking Meter 2 number:

Parking Station/Parking Meter 3 number:

Parking Station/Parking Meter 4 number:

How many unmetered parking spaces on 115 W 6TH ST do you want to use? 0 ▼

Full Pay Station/Metered Parking Closure? No Yes

STEP 3 – DOCUMENTATION AND FEES

PARKING DOCUMENTATION

Restricted Zones:

Parking Permits for **Restricted Zones** are issued on a case-by-case basis depending on the type of event 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.****

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 fund raising event.

PARKING FEE SCHEDULE

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

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:

(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: _____