



The following information outlines the Application Instructions and Submittal Requirements necessary 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). The regulatory requirements and procedures for approval are defined in Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). Chapter 25 was adopted by City Council in order to protect the health, safety, and welfare of the Austin community.

Additional information about the site plan permitting process and code requirements can be obtained prior to submitting a site plan application by visiting <http://austintexas.gov/digitaldevelopment>.

The City of Austin encourages people considering site development to request a Development Assessment to determine design requirements, project feasibility, and permitting requirements. For information, please see Off-Site/Shared Parking Overview and Review Procedures at <http://www.austintexas.gov/page/land-use-applications#site>.

Application Instructions

The application must be complete and accurate prior to submittal. Please refer to the descriptions below to ensure all information is entered correctly. To access the application, please see Off-Site/Shared Parking Application at <http://www.austintexas.gov/page/land-use-applications#site>. Note that the application is a fillable PDF, and must first be SAVED TO COMPUTER to be completed.

All information is required (if applicable).

Section 1: Project Information

Project Name

Provide the name of the proposed project.

Project Street Address (or range)

Provide the street address of the project, or range of addresses for all streets abutting the property. For assistance, call: (512) 974-2797; or email: addressing@austintexas.gov.

Description of Proposed Development

Provide a summary description of the proposed project.

Legal Description or Subdivision Reference

Property description shall accurately describe only the area of the site plan. The description shall be by either:

- Legal Description such as:
 - East 50 feet of Lot 1, Block A, Austin Subdivision
 - One acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records

—OR—

- Lot and block of a recorded subdivision, including plat book and page

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Deed Reference

The volume, document number, and page numbers of the deed conveying the property to the present owner and the total size of the property conveyed shall be shown. This information is on your deed, or is available from your title company, through the Travis Central Appraisal District website at http://www.traviscad.org/property_search.html, or the Travis County Clerk's Office at 5501 Airport Boulevard. Williamson County information is available on the Williamson Central Appraisal District website at <http://www.wcad.org/>.

Tax Parcel Number(s)

These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Section 2: Applicant/Agent Information

Provide all contact information. If an agent is designated, this is considered the "Applicant" and will be the primary contact.

Section 3: Owner Information

Provide all contact information if the owner is not the applicant. The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 4: Engineer Information

Provide all engineer contact information, if applicable.

Section 5: Other Professional/Trade Information

Provide all professional and/or trade contact information, if applicable. Examples include general contractor, electrical contractor, landscape architect, etc.

Section 6: Property Attributes

To determine the following information, refer to the GIS Viewer on the Development website at <http://www.austintexas.gov/GIS/DevelopmentWebMap/>:

- Land Development Jurisdiction
- County

Neighborhood Plan

To determine whether this site is located within a neighborhood plan, please refer to the following webpage <http://www.austintexas.gov/department/neighborhood-planning>, and follow the link to “Neighborhood Planning Areas.”

Transit-Oriented Development (TOD) District, North Burnet/Gateway (NBG), East Riverside Corridor (ERC), Other

To determine whether this site is located within a TOD District, the NBG, or ERC, please refer to the websites below.

TOD:

- <http://www.austintexas.gov/department/transit-oriented-development>
See map of TOD Districts for a citywide view. Refer to “Specific TOD Station Area Planning Pages” at the bottom of the webpage to see detailed maps of the Lamar/Justin, MLK, and Plaza Saltillo TOD Districts.
- <http://www.cityofaustin.org/edims/document.cfm?id=78718>
See the adopted TOD Ordinance for detailed maps of the remaining TOD Districts.

NBG: <http://www.austintexas.gov/page/north-burnetgateway>

ERC: <http://www.austintexas.gov/page/east-riverside-corridor-0>

Development Assessment (refer to Off-Site/Shared Parking Overview and Review Procedures at <http://www.austintexas.gov/page/land-use-applications#site> for more information)

If you have received a Development Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

Off-Site Parking

If off-site parking is being requested, the site plan must show the primary use, the off-site parking, and the property address and legal description of both sites. In cases where the legal and practical walking distance between the nearest off-site parking space and the nearest public entrance of the use is more than 900 feet, a survey accompanied with exhibit and field notes may be required in order to verify the actual walking distance.

Prior to the release of the site plan, a signed lease agreement between the owner of the off-site parking and the owner of the use it serves must be submitted. Contact the Transportation Reviewer assigned to the case for a sample lease. At the time of application, a letter of intent to execute such a lease, signed by the owner of the off-site parking facility is required. The applicant should also submit a letter containing the following information:

- The reasons for requesting off-site parking
- The number of parking spaces for which approval is requested
- The days and hours of operation of the use for which parking is to be provided

See Sec. 25-6-501 through 503 of the Land Development Code and consult with the Development Assistance Center (DAC).

Shared Parking

If shared parking approval is being requested under Section 25-6-476, three copies of a Shared Parking Analysis are required. Consult with the Development Assistance Center (DAC) for more details.

Section 7: Site Area Information

Site Area

Indicate the gross site area. See Section 25-1-21 (44) of the Land Development Code for a definition of Gross Site Area.

Number of Newly Proposed Residential Units (if applicable)

Indicate the number of living units for all multifamily projects.

Zoning Chart

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Section 8: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 9: Submittal Verification

Ensure all information entered in the application is complete and accurate before signing.

Section 10: Inspection Authorization

Provide permission for inspection of the property as part of the application process.

Section 11: Acknowledgement Form concerning subdivision plat note/deed restrictions

The applicant should carefully check the subdivision plat note/deed restrictions records before signing the Acknowledgment Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

Submittal Requirements

In addition to completing the Off-Site/Shared Parking Application, the following information will be required to complete the site plan permitting process. For details, refer to the complete Exhibits on the pages that follow.

[Exhibit I: Site Plan Requirements](#)

[Exhibit II: Release Notes to be Included on All Site Plans](#)

[Exhibit III: Electronic Submittal](#)

PLEASE NOTE.....

Exhibit III is a fillable form that can be completed electronically. To ensure your information is saved, [click here to Save](#) this document 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.

Additional Requirements

1. Tax Certificates

Tax certificates shall be submitted with all site plan applications. For off-site parking applications, tax certificates must be submitted for both the property on which the use is located and the property on which the parking is located. Tax certificates can be obtained from:

- Hays County: Hays County Tax Assessor Office, 102 N. LBJ Dr., San Marcos
- Travis County: Courthouse Annex, 5501 Airport Blvd., Austin
- Williamson County: Williamson County Tax Assessor/Collector Office, 904 S. Main St., Georgetown

The tax certificate should indicate that there are no taxes owed.

2. Location Map

Provide a location map on a separate sheet.

3. Fees

For fee information, please visit <http://austintexas.gov/dsdfees>.

Exhibit I: Site Plan Requirements

The following information shall be included on site plans for off-site and shared parking using **existing** parking facilities. Some information may not be required for all applications – consult with a Transportation Planner for more details.

- Date of submittal
- Project title and street address
- North arrow
- Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'
- Property owner, address, telephone number
- Legal description of property by lot, block and subdivision name, or by metes and bounds, if recorded, indicate the book and page number
- Site location map that clearly indicates the precise location of the tract
- Designer(s) company name, address, and telephone number
- Seal and signature of the engineer preparing plans, and the date the plans were signed by the engineer
- Leave a blank space (approval space) in the lower right hand corner on each sheet
- Boundary lines with bearings and dimensions
- City limit line, when located in or near the site
- Existing and proposed streets, alleys and private drives adjacent to and within property including median cuts; existing, dedicated right-of-way should be indicated next to street name; proposed right- of-way and all pavement widths
- All existing and future dedicated easements
- Boundary of all zoning districts on or near the site; all existing adjoining land uses
- Show location of parking lots and vehicle use areas, landscape islands, peninsulas, and medians; amenities, walls, fences, sidewalks, and all other land improvements
- Existing or proposed garbage pickup location(s) if commercial dumpsters are proposed; indicate by a note if City garbage pickup is proposed
- In tabular form indicate the following information for each building:
 - a) Proposed use and the square footage for each use within each structure on the site
 - b) Number of stories
 - c) Type of restaurant (drive-in/fast food, limited, general), type of office (administrative and business, medical, professional), number of rooms for hotels or similar facilities, number of employees, and/or number of children for proposed school and day care services, if applicable
- Proposed operation of driveways on site plan (i.e. one-way or two-way operation), identifying and labeling all physical barriers to vehicular access
- Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted
- Handicapped parking spaces meeting state standards
- Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicated by dotted lines, a shading pattern or other identifiable legend)
- Note on the plan indicating that each compact parking space must be identified by a sign stating "Small Car Only" and signs posted on site directing motorists to such spaces
- Location and type of bicycle parking
- Location and design of all pedestrian sidewalk ramps related to the construction of this site

- Number each sheet submitted and indicate the total number of sheets on each sheet (e.g. 2 of 4). Number the cover sheet as #1. Sheet numbers must be consecutive whole numbers with no letter or decimal suffixes such as A, B, C or .1, .2, .3.
- Provide an index of site plan sheets on the cover sheet.

For Off-Site Parking:

The following information is required when a project is requesting off-site parking:

- Location of all sidewalk pedestrian ramps between the off-site parking and the public entrances of the use, if handicapped spaces are located off site
- Legal and practical walking distance between the nearest off-site parking space and the nearest public entrance of the use, measured in accordance with Sec. 25-6-501
- Note on the plan indicating that signage will be provided as required by Sec. 25-6-503: one sign at the off-site parking facility indicating the property or use which it serves, and one sign on the use site indicating location of the off-site parking
- Note on the plan indicating days and hours of operation for the proposed use and the uses from which spaces are being leased

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Exhibit II: Release Notes to be Included on All Site Plans

Ordinance Requirements

1. All improvements shall be made in accordance with the released site plan. Any additional improvements will require a site plan amendment and approval from the Development Services Department.
2. Approval of this site plan does not include Building Code approval; Fire Code approval; or building, demolition, or relocation permits approval. A City demolition or relocation permit can only be issued once the historic review process is completed.
3. All signs must comply with the requirements of the City of Austin Land Development Code.
4. The owner is responsible for all costs of relocation of, or damage to, utilities.
5. Additional electric easements may be required at a later date.

AMERICANS WITH DISABILITIES ACT

The City of Austin has reviewed this plan for compliance with City development regulations only. The applicant, property owner, and occupant of the premises are responsible for determining whether the plan complies with all other laws, regulations, and restrictions which may be applicable to the property and its use.

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Exhibit III: Electronic Submittal

The following requirements become effective for any plans submitted after January 1, 2010.

1. In an effort to:

- Improve geographic information system (GIS) data;
 - Improve the efficiency of GIS data creation; and
 - Provide a more comprehensive view of existing and proposed infrastructure;
- Provide a base file in *.dgn, *.dwg, or *.dxf, format of existing and proposed improvements listed in the following table, and specify layer name or number. File shall be referenced to the Texas Central State Plane (NAD83, survey feet) projection, and elevation data shall be referenced to the NAVD88 (feet) datum. Grid coordinates are recommended for alignment with City of Austin GIS data.

Is the file in (check one):

- Grid coordinates
- Surface coordinates

Average projection scale factor/Average combined factor (10 digits min.):

- Electronic seals shall be provided or excluded in accordance with Texas Board of Professional Engineers Rules and Texas Board of Architectural Examiners Rules.
- CADD files that contain more base layers than listed below are encouraged but are not required. CADD files may be locked or read-only.
- Electronic files shall be submitted on a USB flash drive. The flash drive will be copied at Intake and returned to you.

The following layers are required at the time of first formal submittal:

Description	<input checked="" type="checkbox"/> if n/a	Layer Name and/or Number (please specify)
Site boundaries		
Existing lot lines or legal tract boundaries		

The following base files are required prior to site plan release:

Description	<input checked="" type="checkbox"/> if n/a	Layer Name and/or Number (please specify)
Site boundaries		
Existing lot lines or legal tract boundaries		
Easements		
Roadway Infrastructure (pavement lines, poles, luminaires, and appurtenances) ⁴		
Sidewalks		
Building Footprints		
Legend (may be in separate file)		

4: Edge of pavement, curb and gutter lines as depicted on plans, luminaires, poles, pullboxes, signal poles, and signal cabinets.

2. **Provide an electronic copy of the following in *.pdf format** with the following recommended file name convention at the time of first formal submittal:

Description	Recommended File Name
Engineer's report	[Case_Number]_Eng_report.pdf
Drainage report (if applicable)	[Case_Number]_Drg_report.pdf
Engineer's summary letter	[Case_Number]_Eng_summary.pdf
All sheets in Site Plan	[Case_Number]~U[Update #]_[sheet #].pdf
Application package (i.e. application, tax certificate(s), waiver request(s), etc.)	[Case_Number]_Application.pdf

3. **Provide electronic files for drainage model.** Resubmittal of drainage model is required for any modification.

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