

Reduced Parking Incentive (RPI) Application

March 2013



The Reduced Parking Incentive (RPI) pilot program allows property owners to reduce parking requirements if they implement programs that encourage alternatives to drive-alone and peak period commuting and shopping to their worksites. Reducing commute trips helps improve air quality, reduce parking demand, reduce traffic congestion, and decrease the use of petroleum fuels.

Please complete the following application as carefully and completely as you can. In addition, a parking reduction plan is required as an attachment to this application. The plan should outline the elements included in the program. You may visit <http://www.austintexas.gov/department/planning> for additional information on the City's RPI program. In order to be considered for the pilot program, applications must be submitted by **April 30, 2013** to Sangeeta Jain in the Planning & Development Review Department on the 4th floor of One Texas Center, 505 Barton Springs Rd., Austin, TX 78704, between the hours of 7:45 AM and 4:45 PM. There is no fee for the filing of the application. If you have any questions on how to complete this form, please contact Ms. Jain at 512-974-2219.

Date Submitted: _____

1. City File No. #: _____

2. Company Name _____

3. Site Physical Address _____

SITE DESCRIPTION

4. Is this site: Existing Redevelopment New Development

5. Is this site part of a mixed-use development? Yes No

6. What are the proposed uses of your development?

Land Use	Square footage	Parking required

TRANSPORTATION COORDINATOR (TC) INFORMATION

The City of Austin requires your organization to appoint a Transportation Coordinator (TC) for the worksite. The responsibilities of the TC are to oversee the program for the worksite including program development, distribution of information to participants, and implementation of the program. The TC also serves as the main contact for the City of Austin and other regional transportation agencies.

7. Transportation Coordinator Name _____

8. Transportation Coordinator Title _____

9. Company _____

10. Mailing Address (if different than above) _____

11. TC Phone Number _____

12. TC Fax Number _____

13. TC Email Address _____

14. Where will the TC's name and contact information be displayed at the site for employees to view?

EMPLOYEE INFORMATION

15. How many total employees are located or will be located at the worksite? _____
16. How many employees will this program be offered to? _____
17. Do your employees have multiple shifts? Yes No
- a. If yes, please describe: _____

CUSTOMER INFORMATION

18. On average how many customers visit this site daily? _____
19. How many customers will this program be offered to? _____
20. What hours is the site open to customers? _____

SITE CHARACTERISTICS

21. Are any of the following facilities located on site or within a quarter mile of the site and accessible to employees and customers?

	No	Onsite	Within Quarter Mile	How Many
a. Transit Shelter				
b. Bus Stop				
c. Rail Station				
d. Shuttle (Company)				
e. Car/Vanpool Loading/Unloading Zone				
f. Bike Lane or Shared Use Pathway				
g. Short Term Bicycle Parking (rack)				
h. Sidewalk				
i. Retail				
j. Restaurants/Cafeteria				
k. Child Care Facility				
l. Bank/ATM Machine				
m. Other: _____				

PARKING INFORMATION AND PARKING MANAGEMENT

22. Does your property have a shared parking agreement with another site? Yes No
- a. If yes, provide:
 Property Name and address : _____

23. Do you charge your employees or customers for parking? Yes No
- a. If yes, on average how much is paid? _____
- b. Will any of the proceeds from your parking charges go to your PRR program? Yes No

24. How many total parking spaces does this site have that are controlled by your company?
25. How many of the total parking spaces identified above are reserved ?
26. How many handicapped parking spaces are provided?
27. How many car share parking spaces are provided?

	On-Site	Off-Site	Total
#	#	#	#
#	#	#	#
#	#	#	#
#	#	#	#

RPI Plan Elements

28. Will you provide long-term bicycle parking (locker, storage room, etc)? Yes No

Please describe your long-term bicycle parking: _____

29. Will you provide shower and locker facilities for employees? Yes No

30. Does your company currently provide or propose to provide vehicles for any of the following purposes for use by your employees or customers:

- a. Guaranteed/Emergency Ride Home Yes No Proposed
- b. Vanpooling Yes No Proposed
- c. Work-related business trips Yes No Proposed
- d. Non-Work related errands/trips Yes No Proposed

31. Are the following services currently available on site or proposed?

- a. Bicycles or Bike Share Program Yes No Proposed
- b. Internal ride matching services Yes No Proposed
- c. Car-sharing programs Yes No Proposed

32. If you are proposing car sharing, how will the administration of your car sharing parking spaces be handled and how will the parking spaces be monitored? _____

33. Does your company offer Compressed Work Week Schedules (such as four 10-hour days)? Yes No

a. If yes, please explain _____

34. Does your company allow employees flexible arrival and departure times? Yes No

35. Does your company allow employees to telework? Yes No

a. If yes, how many employees? _____

Financial Subsidies & Incentives:

36. Does your company provide privately operated shuttle service for employees or customers? Yes No

37. Will you offer any of the following?

	Yes	No	Average monthly subsidy/incentive provided per user
a. Transit Subsidy / Incentive			
b. Carpool Subsidy / Incentive			
c. Vanpool Subsidy / Incentive			
d. Bicycling Subsidy / Incentive			
e. Walking Subsidy / Incentive			
f. Other Transportation Allowance / Stipend			

Non-Financial Incentives:

38. Has your company enrolled in any regional transit discount programs? Yes No

a. If yes, which programs _____

39. What type of non-financial incentives will be offered to alternative mode users in the company? _____

40. Does or will your company participate in the Federal Commuter Tax Benefit Program which allows your employees to pre-tax their monthly transit or vanpool costs? Yes No N/A

41. Will any of the following program activities, strategies, etc. be offered at the site?

	Yes	No
a. Install a transportation kiosk If yes, how many? _____		
b. Provide transportation literature to employees or customers		
c. Promote ride matching programs		
d. Promote Capital Metro’s Emergency Ride Home program to employees		
e. Distribute a transportation survey to employees and customers		
f. Distribute literature or a summary on the company’s RPI program to employees		
g. Coordinate RPI presentations (such as lunch & learns) for commuters		
h. Conduct transportation events/fairs		
i. Invite transportation vendors to participate in events/fairs held by the company		
j. Promote regional and national transportation promotions and/or campaigns		
k. Distribute electronic messages about RPI program		
l. Publish RPI articles in newsletters/correspondence		
m. Provide links on company website to transportation providers		
n. Other _____		

RPI ACTIVITIES AND PROGRAM ELEMENTS

The RPI plan should include a reasonable and effective combination of parking requirement reduction strategies identified in the attached evaluation matrix. The RPI plan should be appropriate to the size, scale, and location of the company and demonstrate that reasonable and practicable actions will be taken in conjunction with and over the life of the site that will produce a reduction in traffic and parking impacts.

42. Attach RPI narrative/summary outlining the company’s overall RPI plan. Please include a description of the RPI activities, campaigns, promotions, subsidies, and incentives your company plans to conduct to support your RPI program.

43. Attach a site plan or survey showing the location of buildings, the square footage and uses of each, and the location and number of parking spaces on the site.

COMMITMENT

The completion of this report requires the signature of the highest ranking official responsible for the site.

I understand that in order to take advantage of the City of Austin Reduced Parking Incentive pilot program, our property is required by the City of Austin to submit an application & plan and to implement the program it describes. These actions must comply with the City of Austin pilot program. I am aware that the goal of this program is to reduce our need for parking on this property.

I have reviewed the referenced document and believe the RPI Plan is appropriate to the size, scale, and location of the property and demonstrates that reasonable and practical actions will be taken in conjunction with and over the life of the property that will produce a reduction in traffic and related impacts of the property.

I commit to the implementation of all the elements listed and submitted for your approval. I will ensure that the City of Austin is notified if information in the document changes. I understand an RPI Annual Report is to be submitted no later than August 15, 2014.

Name

Title

Company/Organization

Mailing Address

Phone Number

Fax Number

Email Address

Signature

Date