



Commercial Vehicle Loading (CVL) Permit Application Instructions

Application Guide

1. Please read through the application packet including the guidelines, rules, and all maps attached.
2. Initial at the BOTTOM of each page acknowledging you have read each page and fully understand all material upon signing the application.
3. The authorized representative from the application will fill out an application including company name, address phone number, point of contact, and email address.
 - Enter the quantity of each permit request type
 - Add up the total at the end of each column.
 - Place N/A by blank spaces indicating no quantity for the permit type.
4. Calculate the tax amount by multiplying the permit total by .0825.
5. (2) Vehicle Photos – A Left and Right-side picture of the vehicle displaying the name of the commercial enterprise must be attached to the application according to the city's ordinance: *§ 12-5-5 - REQUIREMENTS FOR COMMERCIAL DELIVERY VEHICLES*
 - a In this chapter, "commercial vehicle" means a vehicle designed, used, or maintained primarily to load, transport, and unload material or property.
 - b Except as provided in Sections 12-5-6 (Vehicle Loading or Unloading Musical Equipment) and 12-5-25 (Commercial Service Zones), a person operating a commercial vehicle will display the name of the commercial enterprise on the vehicle:
 - i (1) permanently on each side of the vehicle in letters not less than two inches high and one inch wide in a color that contrasts with that of the vehicle; or
 - ii (2) temporarily on each side of the vehicle by a sign that:
 - 1 is constructed of durable material.
 - 2 is no less than eight inches high and 24 inches wide; and
 - 3 has letters not less than two inches high and one inch wide in a color that contrasts with the background color of the sign.
6. The authorized representative will then sign the application and email all parts of the application, including all initialed pages to the email address residentialparking@austintexas.gov.
7. Wait for an email from the City of Austin staff to email confirmation of application acceptance and to set up a meeting time to make payment and pick up permits.



Important Considerations:

1. The City of Austin accepts credit cards, exact cash, or checks for payment of permits.
2. Checks should be made out to the **City of Austin, Austin Transportation Department**, and must also include a total (including the Base and Tax amount).
3. Companies requesting invoices for check retrievals from their corporate offices should request this information when applying. The City of Austin will send the applicant W-9 information when vendor setup is needed to obtain checks from the company's corporate offices.
4. Please do not set up an appointment unless funds are secured, and payment is ready to be made. No permits will be given out until payment is made in full.
5. If you choose to mail payment, please mail payment to:

Austin Transportation Department: Mobility Services Division

Attn: CVL Permit Program

1501 TOOMEY RD.

AUSTIN, TX. 78704

6. Checks sent by mail can take up to 2 weeks to be received and processed. An email will be sent out to the representative once payment has been processed and permits are ready for pick-up.
7. All permits will be **PICK-UP ONLY** and no permits will be mailed out.
8. All permit requests are pre-arranged before coming into the office.

Commercial Loading/Unloading Permit Program Rules/Guidelines

- Read and understand the City of Austin Code **§12-5-12-Commercial vehicle loading or unloading from a metered space, commercial loading zone, or curb-side travel lane.**
- Citation fine amounts can be found in the City of Austin Code **§12-5-90-Civil Fines, Costs, and Fees** and are titled commercial vehicle loading and unloading.
- In order to use the commercial loading/unloading permit, a vehicle must be classified as a commercial vehicle to deliver cargo per City of Austin Code **§12-5-5 – Requirements for commercial delivery vehicles.**
- Commercial loading/unloading permits can be inter-changeable between fleet vehicles within the same company.
- A permit allows commercial vehicles to use a travel lane closest to the curb or a paid parking space without paying the meter fee to conduct loading/unloading activities for the duration of time indicated on the permit.
- Commercial vehicles can park in a **designated 30-minute commercial service zone** for the duration of time indicated on the permit. A commercial loading/unloading permit is not required for a commercial vehicle to use a commercial service zone for the 30 minutes indicated on the sign including alleys.
- Commercial permits shall be used on designated city streets and shall not be used on a roadway or facility within the jurisdiction of the State of Texas, including but not limited to the University of Texas campus; the Capitol Complex, bounded by Lavaca Street, Martin Luther King, Jr. Boulevard, Trinity Street and 10th Street.



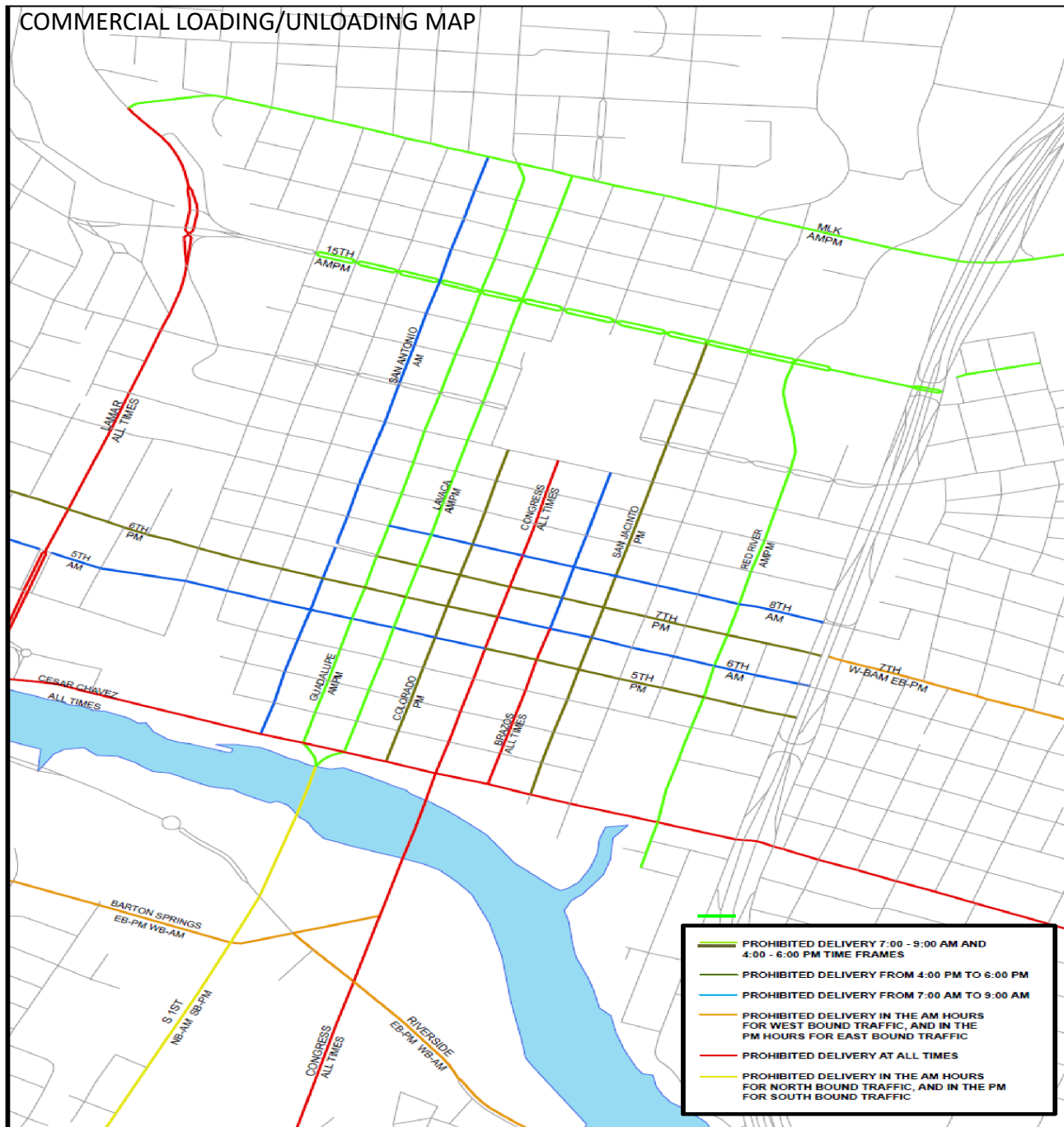
- Hours of restriction for Commercial Service loading/unloading in a travel lane are concentrated in the Downtown Austin Project Coordination Zone and along critical arterial corridors will be from 7am-9am which is considered “AM hours” and 4pm to 6pm, the “PM hours,” Monday through Saturday. A map will be supplied to each company representative that indicates the times and streets where deliveries cannot

- be conducted in a travel lane. The boundary of the Downtown Austin Project Coordination Zone or “DAPCZ” is from Mopac to Chicon; and Oltorf to MLK Blvd.
- Commercial loading/unloading permits **do not** allow loading/unloading activities to be conducted on or in:
 - 1) A travel lane on Congress Ave, Lamar or Cesar Chavez at any time.
 - 2) A travel lane where there is only a single lane in one direction.
 - 3) A travel lane during a restricted time indicated on the time/street restrictions map.
 - 4) A designated transit priority lanes and designated bike lanes
 - 5) A manner that the loading/unloading activity in a travel lane interferes with the adjacent lane causing a second lane to be partially blocked.
 - 6) A manner that blocks any portion of a bike lane
 - 7) An area that is reserved by the City of Austin for special event parking
 - 8) A manner that violates any existing City of Austin parking regulations including but not limited to blocking crosswalks, alleys, or handicap parking spaces.
- Commercial vehicles must display the commercial permit in a manner that the permit content can be read and it is suggested to be placed on the rear-view mirror or with the provided suction cup hanger where the rear-view mirror would be if a commercial vehicle does not have the option of a rear-view.



MAP of Restricted times to use a travel lane to conduct loading/unloading

COMMERCIAL LOADING/UNLOADING MAP



RESTRICTED COMMERCIAL LOADING ZONES CITY OF AUSTIN TRANSPORTATION DEPARTMENT

SCALE: 1 IN = 400 FT

PRINTED: 01/2015



This map has been produced by the City of Austin Transportation Department for the sole purpose of facilitating transportation planning. It should not be referred to as an official source of land use or zoning, and is not warranted for any other use. No warranty is made regarding its accuracy or completeness.



<p>SIZE CATEGORY</p> <p>1</p> <p>SMALL VEHICLE</p>	<p>VEHICLES UP TO 10 FEET IN LENGTH</p>	<p>This Size Category 1 permit allows double parking in a travel lane, at a meter, and in any CVL zone (see map). Choose a maximum per-stop parking time limit of 30, 60, or 120 minutes:</p> <p>30 Minute Permit = \$125 60 Minute Permit = \$250 120 Minute Permit = \$400</p>
<p>SIZE CATEGORY</p> <p>2</p> <p>MEDIUM VEHICLE</p>	<p>VEHICLES GREATER THAN 10 FEET IN LENGTH, BUT LESS THAN 26 FEET IN LENGTH</p>	<p>This Size Category 2 permit allows double parking in a travel lane, at a meter, and in any CVL zone (see map). Choose a maximum per-stop parking time limit of 30, 60, or 120 minutes:</p> <p>30 Minute Permit = \$200 60 Minute Permit = \$400 120 Minute Permit = \$800</p>
<p>SIZE CATEGORY</p> <p>3</p> <p>LARGE VEHICLE</p>	<p>VEHICLES GREATER THAN 26 FEET IN LENGTH</p>	<p>This Size Category 3 permit allows double parking in a travel lane, at a meter, and in any CVL zone (see map). Choose a maximum per-stop parking time limit of 30, 60, or 120 minutes:</p> <p>30 Minute Permit = \$300 60 Minute Permit = \$600 120 Minute Permit = \$1,200</p>

Permits available by the SIZE of the vehicle

Authorized Representative Name: _____

Company Name: _____

Company Address: _____

Contact Phone number: _____

Email: _____



Permit Calculator

(Type of Permit / # OF PERMITS / \$ BASE COST)

SIZE CATEGORY 1 - 30 Minute Permit(s) _____ x (\$125.00) _____

SIZE CATEGORY 1 - 60 Minute Permit(s) _____ x (\$250.00) _____

SIZE CATEGORY 1 - 120 Minute Permit(s) _____ x (\$400.00) _____

SIZE CATEGORY 2 - 30 Minute Permit(s) _____ x (\$200.00) _____

SIZE CATEGORY 2 - 60 Minute Permit(s) _____ x (\$400.00) _____

SIZE CATEGORY 2 - 120 Minute Permit(s) _____ x (\$800.00) _____

SIZE CATEGORY 3 - 30 Minute Permit(s) _____ x (\$300.00) _____

SIZE CATEGORY 3 - 60 Minute Permit(s) _____ x (\$600.00) _____

SIZE CATEGORY 3 - 120 Minute Permit(s) _____ x (\$1200.00) _____

(For tax, multiply the permit total by .0825)

TOTAL: _____

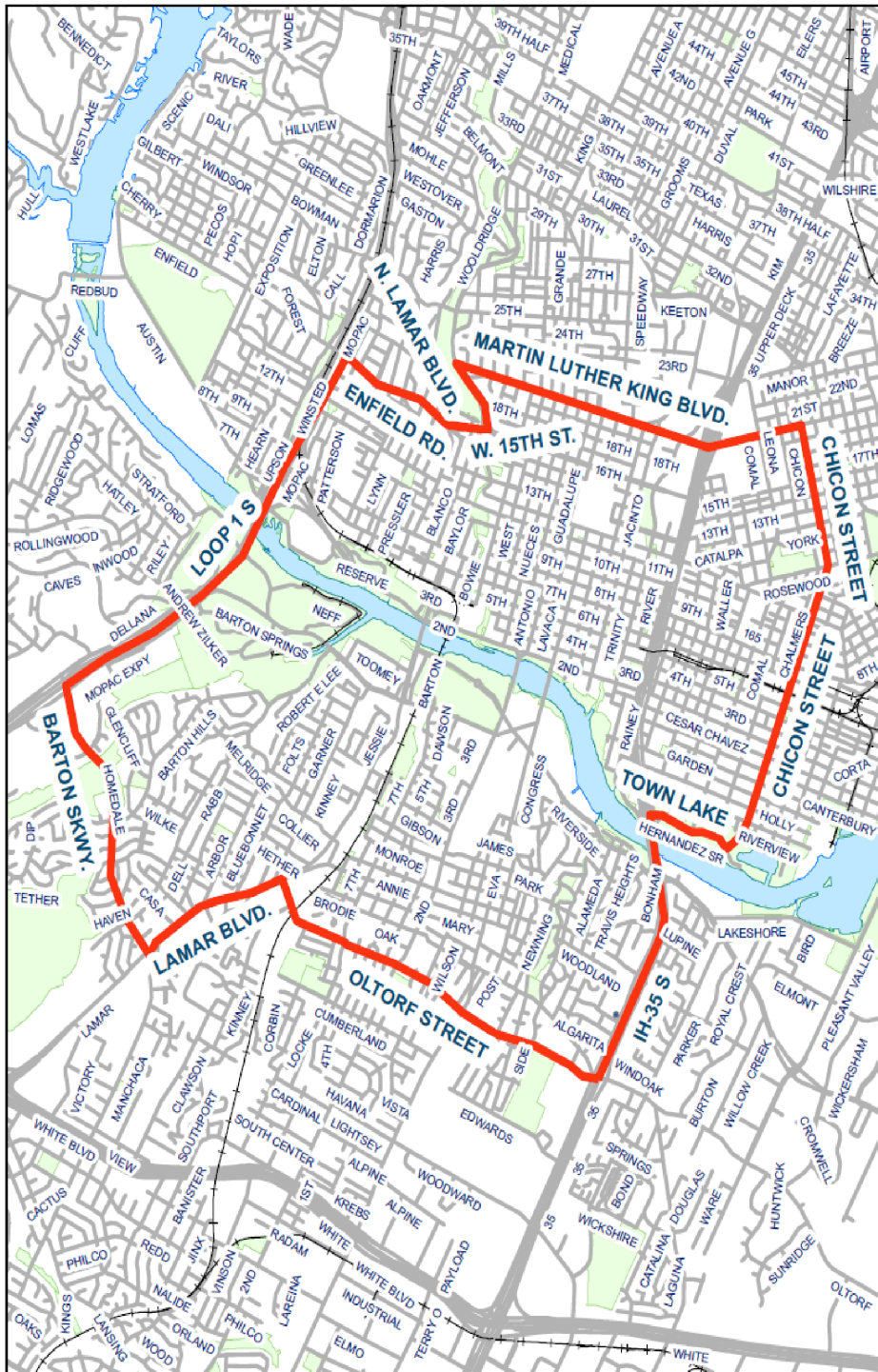
I, the undersigned authorized representative of the above company, do hereby acknowledge the rules and guidelines for using a commercial loading and unloading permit listed within this application and have read and understand all rules and guidelines, and have signed, by initialing each page of the guidelines. I also acknowledge that the City of Austin is not responsible for giving such rules and guidelines to the vehicle owner designee using the commercial loading and unloading permits for the company and it will be the sole responsibility of the companies authorized representative to make sure all employees that use commercial loading and unloading permits will be informed of all rules and guidelines set forth by the City of Austin.

Signature of Company Service Representative _____
Date

E-mail

Address

FOR CITY OF AUSTIN STAFF ONLY:
Permit numbers Issued: _____ Payment Type: _____
Permit(s) Start Date: _____ Permit(s) Expiration Date: _____
Permit(s) Issued by: _____ Signature: _____ Date Issued: _____



DOWNTOWN AUSTIN PROJECT COORDINATION ZONE
(DAPCZ)

