



Parking Lot Patio Permit Application

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Download application before entering information.

- For important information, instructions, and site drawing details required for submittal, please see next page.
- A separate sound impact plan is required for the use of amplified sound.

Parking Lot Information

Address of Business and Parking Lot: _____

Date(s) of Proposed Temporary Conversion (including setup and take down): _____

Description of Seating or Retail Area:

Description of Changes to Existing Parking Lot:

Applicant Information and Signature

Applicant/Contact: _____

Organization (if applicable): _____

Mailing Address: _____

Phone: _____ Email: _____

By submitting this application, I certify that all the information provided is correct. If I am not the property owner of the site where the Temporary Use is proposed, I have obtained the property owner's permission. I understand that failure to comply with code requirements may result in permit revocation.

Signature: _____ Date: _____

Parking Lot Patio Permit Application Instructions

A Parking Lot Patio Permit Application is required for parking lot conversions as described in the City of Austin Code of Ordinances Chapter 4-21. To submit your request:

1. Complete this application.
2. Attach a dimensional site plan illustrating the proposed layout as described in Site Drawing Requirements.
3. Email the application and site drawing to parkinglotpatio@austintexas.gov.
Parking Lot Patio Permit Applications are reviewed by staff in the Development Assistance Center Division of the Development Services Department. Should you have any questions about Temporary Use Permits or the application process, please email parkinglotpatio@austintexas.gov.
4. Approved applications will still require review by the Austin Fire Department.

Site Drawing Requirements

A detailed site drawing is required at the time of submission. While drawings are not required to be professionally drawn, they must be legible, close to scale and provide sufficient detail to describe what your temporary use will look like. The following is a list of minimum requirements that your site plan should meet:

- Property Overview: Show locations of structures, fire lanes, streets, alleys, and fencing. Fencing must indicate location of exits and gates. Show the footprint of any building, location of building exits, sidewalks, pathways, and accessible routes and parking spaces dedicated to individuals who have mobility disabilities.
- Map Key: Include North arrow and property boundary lines.
- Proposed Layout: Include the location and number of tables, chairs, other furnishings, barriers and any other temporary structures.

If alcoholic beverages are served, the parking lot patio must be secured by balustrades, planters, or other appurtenances.

Landlord Approval Requirement

If the applicant is not the fee title owner of the real property that will include the proposed parking lot patio, written authorization of the fee title owner of the property must be included with this application.

Prohibitions

Parking lot patios cannot include permanent structures or tents, encroach on the sidewalk, impede access to an accessible parking space, as that term is used in Section 2-6-7 (Parking Facilities for Persons with Disabilities), impede access to a fire lane or enclosed above ground City public utilities infrastructure or transportation infrastructure.

For Office Use Only			
Zoning	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reviewer:
Fire	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reviewer:
Transportation	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reviewer:
Environmental	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reviewer:
Date Received: _____ Contacted for Pickup: _____ Case Number: _____			