

PROHIBITED YARD PARKING ORDINANCE
GENERAL INFORMATION

Information and requirements for the establishment of yard parking restrictions are found in Section 28-303 of the Code of Ordinances, City of Houston. Attached you will find the following documents: the yard parking application, yard parking submittal requirements, example of a homeowner's association or civic club letter of support, map examples, public notification example, and notification sign specifications.

A complete application packet shall include a completed application form with all information requested on page four (4). The application packet must be hand-delivered to 611 Walker, 6th Floor, Planning and Development Department, Community Sustainability Division or mailed to the city's Post Office Box listed below. Application packets must be received by the Planning and Development Department before 5:00 p.m. on the first two business days of each month. Once an application has been submitted to the City of Houston, no additional information may be submitted by the applicant unless specifically requested by city staff.

The Planning and Development Department will review the application for completeness. Incomplete applications will be returned to the applicant with an explanation of the deficiency. Within ten (10) days of receipt of a complete application packet, the Director of the Planning and Development Department will notify in writing the single-family residential lot owners within the proposed Prohibited Yard Parking Requirement Area that an application has been received. The applicant shall also provide notice by posting signs and providing written public notice to single-family residential lot owners within the Prohibited Yard Parking Requirement Area. Any property owner wishing to protest the establishment of the Prohibited Yard Parking application will have up to twenty (20) days from the date of the notice letter to file a written protest with the Planning and Development Department.

If the application meets all the criteria and there is no written protest, the Director of the Planning and Development Department will forward the application to the Houston City Council for consideration.

The Director will promptly refer those applications that are protested to the Prohibited Yard Parking Hearing Officer. The Hearing Officer shall conduct a public hearing and provide notice to the contact person at least fifteen (15) days prior to the scheduled hearing. Written notice of the pending public hearing shall also be given to all protestors of the Prohibited Yard Parking application. The Hearing Officer shall take final action no later than sixty (60) days following the Director's receipt of a written request.

| CONTACT INFORMATION | |
|---|-----------------------------------|
| Physical Address | Mailing Address |
| City of Houston | City of Houston |
| Planning & Development Department | Planning & Development Department |
| ATTN: Annette Mitchell | ATTN: Annette Mitchell |
| 611 Walker Street, Sixth Floor | P.O. Box 1562 |
| | Houston, TX 77251 |
| Telephone: 832.393.6563 | |
| Fax: 832.393.6661 | |
| Email: annette.mitchell@houstontx.gov | |

**PROHIBITED YARD PARKING ORDINANCE
APPLICATION**

**APPLICATIONS MUST BE SUBMITTED BEFORE 5 P.M. ON THE
FIRST TWO BUSINESS DAYS OF EACH MONTH**

| BOUNDARY | | BOUNDARY EXAMPLE |
|-----------------------------------|--|-------------------------------|
| Subdivision Name | | City Acres Subdivision |
| Block Numbers | | 8, 9, 10, 11 |
| Lot Numbers | | 1-7, 1-7, 1-7, 1-8, 1-8 |
| Street Name, Side & Hundred Block | | Pine Street, North, 900 Block |
| | | Ash Street, South 900 Block |
| | | Ash Street, North 900 Block |
| | | Ash Street, North 800 Block |
| | | Ash Street, South 800 Block |

Applications must include at least five contiguous blockfaces; please attach additional sheets if necessary.

| CONTACTS | | |
|------------------------|----------|---------|
| Applicant | | |
| Mailing Address | | |
| City, State, Zip | | |
| E-mail Address | | |
| Phone Numbers | (Home) | (Other) |
| Applicant Signature | X | |
| Co-Applicant | | |
| Mailing Address | | |
| City, State, Zip | | |
| E-mail Address | | |
| Phone Numbers | (Home) | (Other) |
| Co-Applicant Signature | X | |
| HOA or Civic Club Name | | |
| Mailing Address | | |
| City, State, Zip | | |
| E-mail Address | | |
| Phone Numbers | (Home) | (Other) |
| President Signature | X | |

Contact information must be provided for both the applicant and the sponsoring homeowner's association or civic club. The application page must be signed by both the applicant and sponsoring organization's president.

| PROJECT INFORMATION (STAFF USE ONLY – DO NOT FILL IN) | | |
|---|--------------------|--|
| File Number | Submittal Date | |
| Incomplete Date | Complete Date | |
| Lambert Number | Key Map Number | |
| City Council District | Super Neighborhood | |

PROHIBITED YARD PARKING ORDINANCE

APPLICATION

| PUBLIC NOTIFICATION METHOD | |
|----------------------------|--|
| <input type="checkbox"/> | Electronic Message |
| <input type="checkbox"/> | Neighborhood Newsletter or Other Publication |
| <input type="checkbox"/> | Other Written Notification |

Please see page 8 for further details on public notification.

| PROPOSED NOTIFICATION SIGN LOCATIONS |
|--------------------------------------|
| 1 |
| 2 |
| 3 |
| 4 |

Please see page 9 for further details on sign specifications and requirements.

| PROJECT INFORMATION (STAFF USE ONLY – DO NOT FILL IN) | | |
|---|----------------------|--|
| File Number | | |
| City Notification Date | | |
| Signs Posted Date | Pictures Taken | |
| Public Notification Date | Copy of Notification | |

**PROHIBITED YARD PARKING ORDINANCE
SUBMITTAL REQUIREMENTS**

SUBMITTAL CHECKLIST

- Complete application
- Copy of civic club or HOA meeting minutes denoting the resolution from the Board authorizing the filing of the application
- Copy of the HOA or civic club bylaws
- Letter of support by an authorized homeowner's association or civic club that is signed by the president
- Map of the proposed boundary of the Prohibited Yard Parking Requirement Area
- Map of all property land uses within the proposed boundary area
- Description or map of the area within the proposed boundary where front or side yard parking is problematic
- Pictures or other media that illustrate front or side yard parking problems within the proposed boundary
- Copy of public notifications

**PROHIBITED YARD PARKING ORDINANCE
LETTER OF SUPPORT EXAMPLE**

July 16, 2015

We, City Acres Homeowner's Association, an officially recognized *homeowner's association or civic club* within the proposed boundaries of the Prohibited Yard Parking Requirement Area, do hereby submit this application as prescribed by the Code of Ordinances, City of Houston, Section 28-303. With this application and other required information, we request to restrict the parking of vehicles on the front and side yard of Block 8, north and south side, City Acres Subdivision; Block 9, south side, City Acres Subdivision; Block 10, south side, City Acres Subdivision; and Block 11, north side, City Acres Subdivision through the application of and creation of a Prohibited Yard Parking Requirement Area.

(Signature of president)

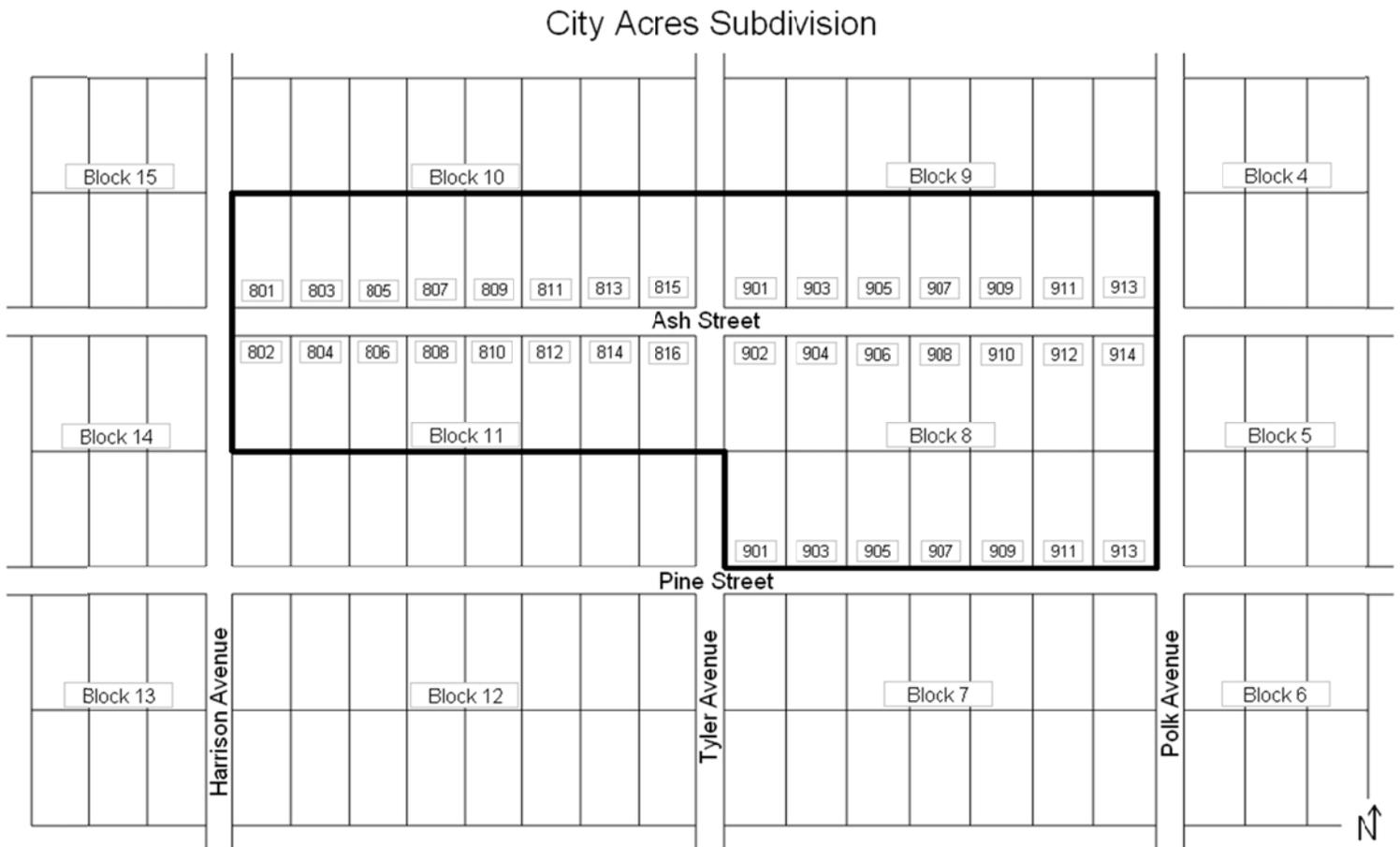
John Doe

President, City Acres Homeowner's Association

PROHIBITED YARD PARKING ORDINANCE

PROPOSED REQUIREMENT AREA MAP EXAMPLE

THE PROHIBITED YARD PARKING REQUIREMENT AREA MUST INCLUDE A MINIMUM OF FIVE (5) CONTIGUOUS BLOCKFACES.



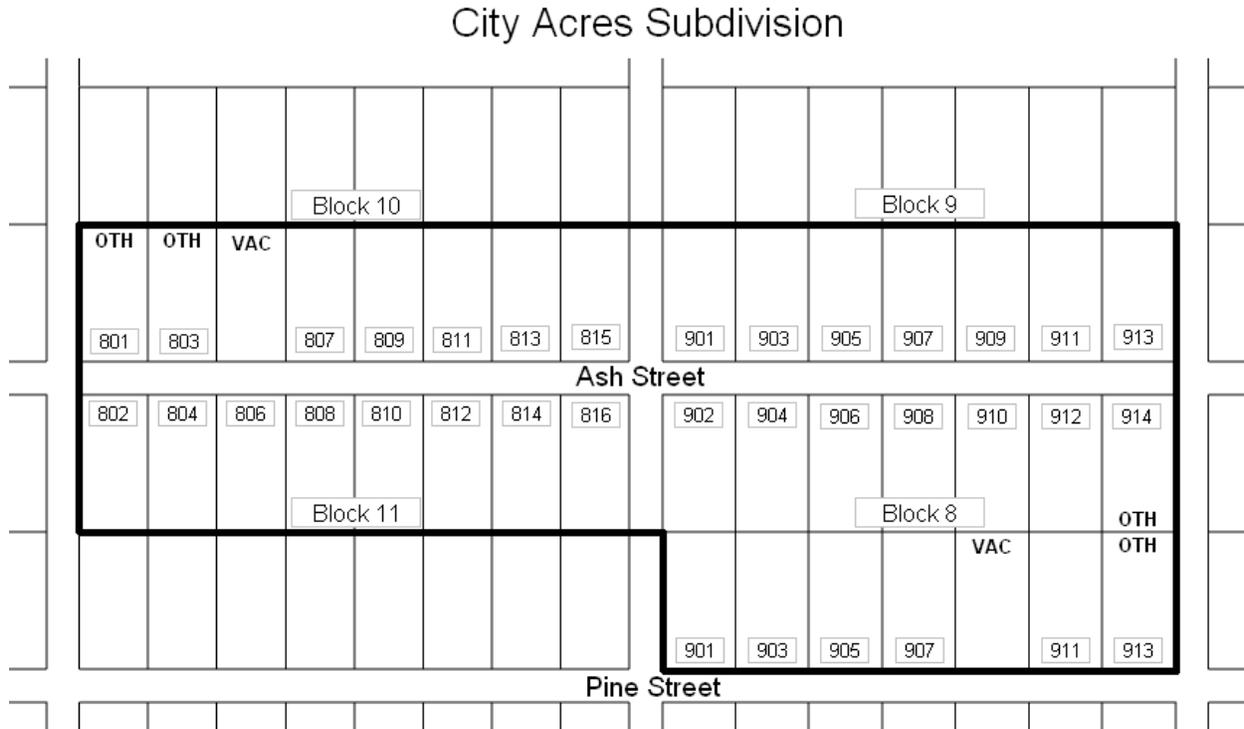
Map/sketch should look similar to the drawing shown above. Please provide the property addresses and street names within the Prohibited Yard Parking Requirement Area.

A Harris County Appraisal District map may be substituted with the proposed Prohibited Yard Parking Requirement Area outlined. Appraisal district maps can be found at the Harris County Appraisal District website (<http://www.hcad.org>).

PROHIBITED YARD PARKING ORDINANCE

LAND USE MAP EXAMPLE

THE PROHIBITED YARD PARKING REQUIREMENT AREA MUST BE AN AREA IN WHICH NOT LESS THAN 60% OF THE LOTS ARE DEVELOPED AND USED FOR SINGLE-FAMILY RESIDENTIAL STRUCTURES AND PURPOSES



The land use map should indicate the existing land use of each property within the proposed Prohibited Yard Parking Boundary Requirement Area. Please use the abbreviation **VAC** to identify vacant property and **OTH** to identify land uses that are not single-family residential. Properties that are not labeled **VAC** or **OTH** will be assumed to be single-family residential.

Single-family Residential is defined as:

- the use of a lot with one building designed for and containing not more than two separate units with facilities for living, sleeping, cooking and eating therein; or
- a lot upon which is located a free-standing building containing one dwelling unit and a detached secondary dwelling unit of not more than 900 square feet; or
- a building that contains one dwelling unit on one lot that is connected by a party wall to another building containing one dwelling unit on an adjacent lot.

PROHIBITED YARD PARKING ORDINANCE

PUBLIC NOTIFICATION REQUIREMENTS

Within ten (10) days after the filing of a complete application or petition, the applicant must provide notice to property owners within the Prohibited Yard Parking Requirement Area. The applicant must submit a dated copy of the public notification to the Planning and Development Department. Applicants have three options for providing public notification.

- 1) An electronic message directed to all owners within the Prohibited Yard Parking Requirement Area.

OR

- 2) Inclusion in a newsletter or other similar publication customarily used by the homeowner's association or civic club to disseminate information of interest to all owners within the Prohibited Yard Parking Requirement Area.

OR

- 3) Any other writing or publication deemed by the party making the request as the most effective means of providing notice of such filing to all owners with the Prohibited Yard Parking Requirement Area.

PUBLIC NOTIFICATION EXAMPLE

NOTICE OF PROHIBITED PARKING REQUIREMENT AREA APPLICATION:

Name of HOA or Civic Club has submitted an application for the establishment of a Prohibited Yard Parking Requirement Area (Section 28-303 of the Code of Ordinances) for Ash Street (north and south sides) between Harrison Avenue and Polk Avenue and for Pine Street (north side) between Tyler Avenue and Polk Avenue with the City of Houston Planning and Development Department.

Once established, violating the Prohibited Yard Parking Requirement Area will be a misdemeanor and violators will receive a fine not to exceed \$150 a day.

Protest to the establishment of the Prohibited Yard Parking Requirement Area can be filed with the City of Houston. A written protest must be received by the City of Houston, Planning and Development Department, Community Sustainability Division within twenty (20) days of (date of the City of Houston Notification Letter).

For information, contact the applicant at (____) _____ - _____ or the City of Houston Planning and Development Department at (832) 393-6600.

PROHIBITED YARD PARKING ORDINANCE

SIGN SPECIFICATIONS

The applicant is responsible for posting a minimum of (4) signs within the boundary of the proposed Prohibited Yard Parking Requirement Area within ten (10) days of a complete application. Once it has been determined that the application is complete, the Planning and Development Department will inform the applicant to post signs (see Sample Notification Sign below). The signs (minimum size: 2' x 3') shall be placed within fifteen feet from each right-of-way bordering the area. Each sign shall face the R-O-W with print large enough to be legible from the R-O-W. The applicant shall maintain the signs to the end of the process. The Planning and Development Department must be contacted when the signs have been posted.

The applicant will recommend four (4) high visibility locations within the Prohibited Yard Parking Requirement Area where the signs could potentially be posted. The Planning and Development Department will review the proposed locations and make final determination of the location of each of the four (4) signs. The Planning and Development Department will notify the applicant of the locations where signs are to be posted.

