

Administrative Modification of Parking Application

Section 26-504 of Chapter 26 of the Code of Ordinances



**PLANNING &
DEVELOPMENT
DEPARTMENT**

The Department Director is authorized to approve a reduction of up to five parking spaces for an existing use classification that proposes an alteration that meets the requirements of this section. To qualify for an administrative modification under this section, the applicant must meet criteria below:

- Complete an Application;
- Pay the Non-Refundable Fee;
- Provide Documentation Regarding the Current and Anticipated Demand for Parking Spaces;

Confirm By Checkmark:

- The existing use is an existing single use classification;
- The existing use is not a Part of a Shopping Center;
- The existing use is not required parking based on a change of use;
- The existing use has been permitted;
- The existing use has not received a parking variance or a previously approved Administration Modification of five Parking Spaces;
- The existing use must not require more than five parking spaces to satisfy the parking requirements.

1. Location:

Site Address: _____

Use Classification: _____

Proposed square footage of addition: _____ Additional parking required to meet code: _____

2. Contacts:

Primary Applicant: _____ Phone no.: _____

Address: _____ E-mail address: _____

City: _____ State: _____ Zip: _____

Alternate Applicant: _____ Phone no.: _____

Address: _____ E-mail address: _____

City: _____ State: _____ Zip: _____

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3. Project Information (Staff Use Only-Do Not Fill In):

Project number: _____ Key Map reference: _____

Lambert number : _____ Super Neighborhood: _____ City Council District: _____

4. Submittal Requirements:

- Completed application form
- History of classification/grandfathering clause for existing use
- Harris County Appraisal District (HCAD) record for all properties within the development including lease agreements for off-site parking
- A complete site plan indicating the proposed addition

**Submit completed applications to:
Planning and Development Department
1002 Washington Avenue, 3rd Floor
Houston, TX 77002**

Contact the Planning and Development Department at (832) 394-8849 with any questions or to schedule a meeting prior to submitting an application. More information can be found on www.houstontx.gov/planning/DevelopRegs/