

# Administrative Modification of Parking Application Reference Guide

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



PLANNING &  
DEVELOPMENT  
DEPARTMENT

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## OVERVIEW

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This Planning and Development Department (P&D) Reference Guide provides a summary of the requirements for requesting administrative modifications of parking requirements.

The administrative modification of parking requirement process begins at the P&D's offices at the **Code Enforcement Building** located at **1002 Washington Avenue**. Once submitted and verified to be complete, review of the application will be handled by the director located at our 611 Walker Street office downtown.

For complete information on requirements, please refer to Chapter 26 of the City of Houston Code of Ordinances.

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## PRE-SUBMITTAL MEETING

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Applicants are encouraged to meet with the P&D staff prior to submitting an application for an administrative modification of parking. During the pre-submittal meeting P&D staff will identify potential concerns of the proposed project and answer specific questions regarding the process or Chapter 26 requirements. To request a "Pre-submittal Meeting", please call (832) 394-8849.

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## **SUBMITTAL REQUIREMENTS**

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Applications requesting a modification of the parking requirement are subject to the submittal requirements of Chapter 26-504. The following material must be provided to the Planning & Development Department prior to consideration of the application by the Director.

- File a completed application in the form prescribed by the director.
- Pay the non-refundable fee set forth for this provision in the city fee schedule and all costs associated with the notice provisions of this section.
- Provide documentation regarding the current and anticipated demand for parking spaces as a result of the alteration, including evidence or data in studies relating to the proposed use or unique parking characteristics of the use classification.
- Provide the history of classification/grandfathering clause for existing use.
- Provide Harris County Appraisal District (HCAD) record for all properties within development. (including any off-site parking lease agreements)
- Provide a complete site plan indicating the proposed addition.

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## **REVIEW PROCESS**

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Upon receipt of a complete application the director shall:

- (1) Within five business days, a copy of the application materials will be posted to the department website until the director either approves or denies the application.
- (2) Notice of the request will be mailed to neighboring property owners.

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- (3) Notice of request will be sent by electronic mail to the district council member in whose district use classification is located.
- (4) Notice of request will be sent by electronic mail to each neighborhood association registered with the department in whose area the use classification is located.
- (5) The director will establish a formal process for the community to submit comments to the department regarding the request. (Comment period will be no less than 30 days after notice to neighboring property owners has been mailed)
- (6) The director will review comments received prior to consideration of the administrative modification.
- (7) On or before the fifteenth day after the close of the public comment period or the date of the most recent submittal of documentation by the applicant, whichever date is longer, the director shall inform the applicant, in writing, whether the director approved the modification.
- (8) The director will maintain a list of approved administrative modifications on the department website.

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## Administrative Modification of Parking Quick-Check List

### General Submittal Requirements:

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- Complete an application (attached)
- Pay the Non-Refundable fee
- Provide documentation regarding the current and anticipated demand for parking spaces
- Provide the history of classification/grandfathering clause for existing use
- Provide HCAD record for all properties within development (including any off-site parking lease agreements)
- Provide a complete site plan indicating the proposed addition
- Verify Chapter 26 submittal Requirements and Compliance
- Submit completed application to Planning & Development Department located at 1002 Washington Avenue, 3<sup>rd</sup> Floor Houston, TX 77002

### REFERENCE LINKS

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#### Harris County Appraisal District:

<http://hcad.org/>

#### City of Houston, Code of Ordinances, Chapter 26:

[https://www.municode.com/library/tx/houston/codes/code\\_of\\_ordinances?no\\_deld=COOR\\_CH26PA](https://www.municode.com/library/tx/houston/codes/code_of_ordinances?no_deld=COOR_CH26PA)