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# Reference Guide:

## Modification of Sidewalks and Safety Buffer

### The Planning and Development Department

October 1, 2020



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

To file an application for the modification of sidewalks or safety buffer standards, download the application form at the Planning and Development Department Website <http://www.houstontx.gov/planning/Forms/>

#### **STEP 1: Submit Package**

- 1) Submit the completed application
- 2) Include supporting documents (pictures, site plans, and other supporting documents)
- 3) A complete site plan showing the location and width of proposed sidewalk and safety buffer
- 4) HCAD records for all properties that include off-site parking lease agreements
- 5) The non-refundable \$1,144 process fee. This application fee will be processed through ILMS

The package can be delivered to planning staff at 1002 Washington, 3rd floor or by email to [PD.sidewalkandrealm@houstontx.gov](mailto:PD.sidewalkandrealm@houstontx.gov)

#### **STEP 2: Review the Application**

The modification of sidewalk standards or safety buffer application will be reviewed by the Planning and Development Department with the collaboration of the Office of City Engineers (OCE) and the Mayor's Office of Disabilities (MOD). The Planning Department will notify the applicant with a decision within 15 working days.

#### **STEP 3: Project Dox review**

The approval letter and site plan will be submitted with the building permit plan set through the Project Dox System.