



**SHARED PARKING APPLICATION
 PLANNING AND INSPECTIONS DEPARTMENT
 PLANNING DIVISION**

**City of El Paso, Texas
 811 Texas Avenue
 El Paso, TX 79901
 915-212-0088**

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 PROPERTY OWNER(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 PROPERTY OWNER(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL ONE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
 LEGAL DESCRIPTION: _____
 STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
 ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
 PARKING REQUIRED: _____ PARKING PROVIDED: _____

3. PARCEL TWO INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
 LEGAL DESCRIPTION: _____
 STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
 ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
 PROPOSED ZONING: _____ PARKING PROVIDED: _____

4. PARCEL THREE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
 LEGAL DESCRIPTION: _____
 STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
 ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
 PARKING REQUIRED: _____ PARKING PROVIDED: _____

5. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):
 Printed Name: _____ Signature: _____
 Printed Name: _____ Signature: _____
 Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the subject property. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

CASE # _____ RECEIVED DATE: _____ APPLICATION FEE: \$ _____
 ACCEPTED BY: _____



REQUIRED DOCUMENTATION FOR SHARED PARKING APPLICATION

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

<https://aca-prod.accela.com/ELPASO/Default.aspx>

APPLICATION - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application can be deemed complete. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

LOCATION MAP SHEET - All properties proposed for shared parking must be accurately outlined in red ink

SCALED PLAN - A scaled plan showing the layout and location of both the property generating the parking need and the property providing the parking with the following information:

- a. Legal description of the property;
- b. Zoning table, including zoning district, subdistrict, and proposed or existing land use for each property;
- c. Lot lines with dimensions of the areas;
- d. Curb cuts and driveways, including width of drive;
- e. Pedestrian ways and sidewalks, including street crossings;
- f. Pedestrian travel distance measured in feet along straight lines;
- g. Parking calculation table, including provided and required minimum and maximum vehicular, bicycle, and heavy truck trailer loading spaces for each property;
- h. Location and dimensions of on-site parking areas;
- i. Location of parking signage;
- j. North arrow and scale note of drawing.

DRAWING OF SIGNAGE - A drawing showing the wording and signage used to direct patrons and employees of the shared properties.

ADDITIONAL REQUIREMENTS - Additional items required for approval include:

- The owner / operator demonstrates that the parking requirements can be met by the shared parking arrangement; and
- The use(s) of the shared property are non-simultaneous or in excess of the parking required for the use(s) of the shared parking property, or a combination of each option; and
- The shared parking is within 300 feet of the property generating the parking need and access is provided between the properties; and
- The parking area is compatible with the general development of the neighborhood and does not adversely affect the use of adjacent properties.
- Modifications to the arrangements shall be subject to the same standards for review and approval by the City Development Department Official, and may be subject to an additional fee.
- Termination of shared parking arrangement agreements result in the revocation of the Certificate of Occupancy for the building or facility of the property generating the parking need, in addition to other penalties as described in the El Paso City Code.
- Sharing with city owned property may be permitted provided the owner complies with all of the requirements of this application, and additionally obtains a lease from the City for such use of City property.

PROOF OF OWNERSHIP - Proof for all properties such as certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application is the current property owner. When the owner is a corporation, provide documentation on corporate letterhead that the individual signing as the owner on the application form is authorized to represent the corporation in this matter.

SHARED PARKING AGREEMENT - Signed and notarized copy of the agreement between the property owner and the owner of the shared parking property providing the permission of the shared parking arrangement. This agreement will contain a provision provided by written notice to the Planning Official before modifying or terminating the shared parking arrangement.

CASHIER'S VALIDATION - Upon the application being deemed complete by the Planning Department, the required fee shall be paid. Payment can be made online by logging into <https://aca-prod.accela.com/ELPASO/Default.aspx> or by phone by calling (915) 212-0104, or at the One Stop Shop (811 Texas Avenue). Fees are nonrefundable.