



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 148**
Requirements for Cooperative Parking Agreements

DATE: October 15, 2010/*Revised August 1, 2014*

CREATED BY: Land Development Division/Engineering and Environmental Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** Information Bulletin (IB) to update IB 148 on the requirements for cooperative parking agreements. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

The purpose of this IB is to inform the public of the process for submitting an application for a cooperative parking plan with the goal of obtaining a certificate of occupancy for a new or existing building/project where it is not possible to obtain the minimum number of off-street parking spaces on the interior of a project's own lot. It is the City's stated intention to encourage efficient use of land and resources by allowing users to share off-street parking facilities whenever feasible. Cooperative provision for off-street parking may be made by contract between two or more owners of adjacent or nearby properties.

Scope:

Exceptions to Cooperative Parking Agreement Requirements

1. This Information Bulletin is not intended to apply to a commercial site with one large multi-tenant retail center (shopping mall or commercial strip-center) or multiple retail buildings that share one large parking lot(s), even across multiple property lines (normally platted as multi-lots under one original development) as long as the parking lot(s) still meets the minimum parking requirements for all tenants.
2. In addition, if a proposed or existing development meets the minimum off-street parking requirements of the Unified Development Code (UDC) Section 35-526, and an owner wishes to enter a cooperative parking plan to obtain more parking than required by Code, no application, review, approval, or filing of the agreement is required by the City.

Cooperative Parking Agreement Standards

A cooperative parking agreement shall be approved by the Director if the shared parking complies with all of the following standards.

1. The offsite parking lot that will share parking spaces must meet all the requirements of the UDC Section 35-526(f) for Construction and Maintenance. Major provisions of these sections include but are not limited to: parking lots must be built of the proper materials with wheel stops or curbs and graded for proper drainage; have code compliant entrances and exits to the public street and the parking lot screened as required by code.
2. Shared parking spaces must be located within 600 feet of the primary entrance of all uses served as measured from the property line to the driveway of the lot sharing parking unless remote parking shuttle service is provided.
3. Off site parking spaces shall not be considered as shared unless the schedule of operations shows that the shared parking spaces are not needed at the same time. Each property must still meet minimum parking requirements. Changes in hours of operation could possibly void the parking agreement and/or possibly the certificate of occupancy.

Application for Proposed Cooperative Parking

Those wishing to use shared parking as a means of satisfying the City's off-street parking requirements must submit the following:

1. Cooperative Parking Agreement application (attached)
2. Acknowledgment of Termination Responsibilities forms (also attached) by each party with legal interest in the land and buildings involved.
3. Proposed cooperative parking plan is required to be submitted with the application that clearly demonstrates the feasibility of shared parking.

Two copies of this application and documents are required to be submitted for review. DSD will contact the applicant within 3-business days once a complete submittal is provided and the review is complete. The application, forms and cooperative parking plan with payment of fee, must be submitted to:

Development Services Department
Traffic Review
1901 South Alamo
San Antonio, Texas 78204

Revocation of Certificate of Occupancy

In the event of a pending termination of an existing shared parking agreement, a new shared parking agreement shall be executed within sixty (60) days prior to termination. Failure to comply with the shared parking provisions of Section 35-526 (g) shall constitute a violation of this Code and shall specifically be cause for revocation of a certificate of occupancy.

Fees

For a Cooperative Parking Agreement, payment of an inspection fee of \$100.00/hr. (1-hr. minimum) is required. This fee is listed in the Fee Schedule as “Inspections for which no fee is specifically indicated \$100.00/hr. (1hr. minimum)”. Payment of \$100 is due with submittal of the application for the proposed cooperative parking. For applications where the review and inspection takes longer than 1-hour, an additional fee beyond 1-hour may be charged prior to approval based upon the same rate.

Should you have questions regarding this information bulletin, please contact Kevin Collins, Senior Engineer at **(210) 207-2806**.

Summary:

This Information Bulletin is for informational purposes only.

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|-----------------------|---------------------------------------------------|
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| Authorized by: | John Jacks, Assistant Director |



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
 P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



COOPERATIVE PARKING PLAN APPLICATION

| | | |
|-------------------------|-------------|------------------|
| Project Name: | | |
| Project Address: | | Zip Code: |
| A/P # /PPR # | | |
| Owners Name: | | |
| Company: | | |
| Address: | | Zip Code: |
| Tel #: | Fax# | E-Mail: |

Cooperative Parking Plan Checklist

- REQ** The names, addresses and contact information of the land owners and owners of all buildings if not the land owner;
- REQ** Provide proof of ownership of land and buildings for both properties
- REQ** A site plan showing the following as a minimum:
- a) location of the properties sharing parking;
 - b) location of all buildings and uses of the buildings including square footages of the building spaces;
 - c) number of parking spaces that are being shared;
 - d) total number of parking spaces at each location;
 - e) distance between the properties measured from the property line to the driveway of the property sharing the parking spaces;
- REQ** Provide a schedule of parking/hours of operation for all owners and tenant spaces for the buildings that will be utilizing the parking spaces being shared;
- REQ** **N/A** Details of a shuttle service if the properties are greater than 600-feet apart.

Effective date of the cooperative parking agreement _____

Expiration date of the cooperative parking agreement _____

I assert that all the information in this application and attached documents I am submitting to the City of San Antonio, Texas is true and accurate as stated.

Signature of On-site Owner/Applicant

Date

Signature of Off-Site Owner

Date

ACKNOWLEDGEMENT OF TERMINATION RESPONSIBILITY

ONSITE OWNER/APPLICANT COOPERATIVE PARKING AGREEMENT:

Within sixty (60) days prior to termination on-site owner/applicant agrees to notify the Director of Development Services of the termination of any cooperative parking agreement which has been authorized by the Director of Development Services.

In the event of termination of any shared parking agreement on-site owner/applicant agrees to provide a new shared parking agreement within sixty (60) days prior to termination. If a new shared parking agreement is not submitted by on-site applicant and accepted by the Director of Development Services then on-site applicant shall submit documentation to the Director of Development Services supporting that the uses on all affected properties meet respective parking requirements.

On-site owner/applicant acknowledges that this process applies when this shared parking agreement is impacted by sale, change of use, or expansions on any affected property.

On-site owner/applicant acknowledges that failure to maintain compliance with the shared parking provisions of Section 35-526 (g) shall constitute a violation of the City Code and shall specifically be cause for revocation of a certificate of occupancy.

As on-site owner/applicant of property located at _____

subject to a Cooperative Parking Agreement with _____

for off-site parking located at _____ effective _____ :

I assert that I have read and understood all information and requirements above in this ACKNOWLEDGEMENT OF TERMINATION RESPONSIBILITY and agree to said terms.

Signature of On-Site Owner/Applicant

Date

ACKNOWLEDGEMENT OF TERMINATION RESPONSIBILITY

OFF-SITE OWNER COOPERATIVE PARKING AGREEMENT:

Within sixty (60) days prior to termination off-site owner agrees to notify the Director of Development Services for the City of San Antonio of the termination of any cooperative parking agreement which has been authorized by the Director.

Off-site owner acknowledges that this process applies when this shared parking agreement is impacted by sale, change of use, or expansions on any affected property.

As off-site owner of property located at _____ subject to
a Cooperative Parking Agreement with _____ for
property located at _____ effective _____:

I assert that I have read and understood all information and requirements above in this ACKNOWLEDGEMENT OF TERMINATION RESPONSIBILITY and agree to the notification requirements.

Signature of Off-Site Owner

Date

Name _____

Address _____

Telephone _____ E-Mail _____