



**SHARED PARKING APPLICATION  
CITY DEVELOPMENT DEPARTMENT**

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

**1. CONTACT INFORMATION**

PROPERTY OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_  
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: \_\_\_\_\_  
PARKING REQUIRED: \_\_\_\_\_ 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 property proposed for shared parking. Attach additional signatures on a separate sheet.*

**\*\*OFFICE USE ONLY\*\***

RECEIVED DATE: \_\_\_/\_\_\_/\_\_\_                      APPLICATION FEE: \$ \_\_\_\_\_  
ACCEPTED BY: \_\_\_\_\_                      PLANNING REVIEWER: \_\_\_\_\_

## REQUIRED DOCUMENTATION FOR SHARED PARKING APPLICATION

- APPLICATION FOR SHARED PARKING** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. 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.
- SHARED PARKING AGREEMENT LETTER** - *A notarized letter signed by both the party generating the parking need and the party providing parking, specifying the terms of the shared parking agreement.*
- SCALED DRAWING** - A scaled drawing showing the location of the property generating the parking need and the property providing parking, location and pedestrian travel distance measured in feet along straight lines between the properties.
- NUMBER OF PARKING SPACES** – Show the following:
  - Use(s) of **all** properties listed on application and hours of operation
  - Number of required parking spaces for all properties and their use(s)
  - Number of provided parking spaces for all properties
- DRAWING OF SIGNAGE** - A drawing showing the location, wording and signage used to direct patrons and employees of the shared properties.
- PROOF OF OWNERSHIP** - Proof of ownership for both properties and a 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.
- ADDITIONAL INFORMATION** - 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.
- CASHIER'S VALIDATION** - Upon review and acceptance by the Department, the required fee shall be paid at the Cashier, One Stop Shop, 811 Texas Avenue. After validation of the payment, the application form shall be returned to the City Development Department - Planning Division. Fees are nonrefundable.