



# COMMERCIAL PARKING LOT Permit Application

PERMIT #

THIS SECTION FOR STAFF USE ONLY

**CITY OF WOODWAY**  
 Community Services Dept.  
 924 Estates Drive  
 Woodway, Texas 76712  
 phone: (254) 772-4050  
 fax: (254) 399-6518  
[permits@woodwaytexas.gov](mailto:permits@woodwaytexas.gov)

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? <input type="checkbox"/> Y <input type="checkbox"/> N (explain)	
NOTE: _____	
<u>1st REVIEW</u>	<u>2nd REVIEW (if needed)</u>
DATE: _____	DATE: _____
BY: _____	BY: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
NOTE: _____	

<u>PERMIT FEES</u>		
TOTAL FEE: \$ _____		
<input type="checkbox"/> CASH	<input type="checkbox"/> CK	<input type="checkbox"/> CC
DATE PD: _____	RCPT: _____	

OWNER/ TENANT INFORMATION

PROJECT ADDRESS: \_\_\_\_\_  
 PROPERTY OWNER: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ ALT PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR INFORMATION

COMPANY: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ ALT PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

VALUATION OF WORK TO BE PERFORMED: \$ \_\_\_\_\_

### IMPORTANT INFORMATION REGARDING YOUR PERMIT/APPLICATION

- ◆ Allow three (3) business days for your application to be processed.
- ◆ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ◆ Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- ◆ Provide proper site plan showing setbacks, easements, location of all work, fire lanes, and all existing structures.
- ◆ The City of Woodway Code of Ordinances provides specific information relating to the regulations and requirements for parking lots. Please review these ordinances, found in Appendix A: Zoning, Part Two (2.1013) and Part Six. These ordinances have also been included on the reverse side of this application for your convenience.

### FOR STAFF USE ONLY

IS SITE DEVELOPMENT PROCESS REQUIRED FOR THIS PROJECT?  YES (SUBMITTED?  Y  N)  NO

USE: \_\_\_\_\_ SPACES REQUIRED: \_\_\_\_\_ SPACES PROVIDED: \_\_\_\_\_

FIRE LANE PROVIDED: \_\_\_\_\_ DELIVERY AREA PROVIDED: \_\_\_\_\_

REVIEW NOTES: \_\_\_\_\_

**ORDINANCES PERTAINING TO COMMERCIAL PARKING LOTS**

The City of Woodway Code of Ordinances may be found at: [www.woodway-texas.com/government/city-ordinances/](http://www.woodway-texas.com/government/city-ordinances/)

**Appendix A: Zoning**

**Part Two: Use of Land or Premises**

**Section 2.10: Site Development Plans**

2.1013: Parking, Loading and Site Access: Design and construction of all parking, loading and site access facilities (including streets, sidewalks and driveways) shall comply with the parking standards and requirements of the City, and with the following additional standards:

- A. Every parking lot and driveway shall be graded for proper drainage and provided with an all-weather impervious paving surface of asphalt, paving stone, brick or concrete, maintained at all times in such manner as to prevent the release of dust, trash and debris. Driveways, except where designed for one-way traffic flow within a parking lot, shall not be less than twenty (20) feet in width or more than thirty-six (36) feet in width. The driveway system shall allow for unobstructed emergency access at least twenty (20) feet in width as close as possible to each structure, and shall be clearly marked to prohibit parking or other obstruction of such emergency access. Parking lots and driveways shall not be located within ten (10) feet of any lot line of non-single-family dwelling tracts/lots adjoining single-family dwelling districts. (Amended 1-25-10)
- B. A required off-street loading space shall be at least twelve (12) feet in width and at least forty-five (45) feet in length exclusive of access drives, aisles, ramps, maneuvering space, columns, and work areas, and shall have a vertical clearance of not less than fifteen (15) feet. Where a use is not required to have a loading space, provisions shall be made for incidental deliveries and refuse pickup which shall not interfere with on-site or off-site traffic movements.
- C. Each required off-street loading space shall be designed with appropriate means of vehicular access to a street or drive in a manner which will least interfere with traffic movements, and no area allocated to any off-street loading spaces shall be used to satisfy the space requirements for off-street parking facilities.
- D. All drive approaches shall be improved with at least eight-inch thick reinforced concrete.

**Appendix A: Zoning**

**Part Six: Off-Street Spaces Are Required**

*Entire section is provided on attached pages and available in Code of Ordinances. Your signature on this application indicates that you have received, read, and will comply with these ordinances.*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEW NOTES (FOR STAFF USE)