



**Planning & Development Services Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.nbtexas.org](http://www.nbtexas.org)

CC/Cash/Check No. _____ Amount Recd. \$ _____ Receipt No. _____ Case No. _____ - _____  <i>Submittal date – office use only</i>
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## Shared Parking Agreement Application

**Name of Applicant/Agent\*:** \_\_\_\_\_

**Subject Property Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Legal Description:** Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

*(NOTE: If property is not platted, attach a copy of the metes and bounds description and survey/drawing.)*

**Present/Proposed Uses on the Subject Property:** \_\_\_\_\_

**SUBMITTAL CHECKLIST:**

*(Additional information may be deemed necessary by staff for processing the request.)*

- Site plan of the subject property indicating the location of all on-site proposed parking.
- Parking calculation for subject property, to be provided on site plan.  
*(See Section 144-5.1-3 for parking requirements)*
- Draft agreement – sample is attached

The Planning and Community Development Department shall approve or deny any completed application based on the criteria outlined in Sec.144-5.1-1(g) (provided with this application) and any additional information deemed necessary for a thorough review. If approved, a shared agreement shall be recorded in the appropriate county deed records and a copy shall be provided to the Planning and Community Development Department.

**Any application that is missing information will be considered incomplete and will not be processed.**

*I hereby certify that the information provided is true and correct to the best of my knowledge.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_  
 Applicant/Agent\*

\* If signed by an agent, a letter of authorization must be furnished by the subject property's owner.

**FOR OFFICE USE ONLY**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

## **Sec. 144-5.1 Parking, Loading, Stacking and Vehicular Circulation.**

5.1-1 General provisions:

(g) *Shared parking*. Shared parking may be allowed in the case of mixed uses (different buildings) under the following conditions:

- (1) Up to 50% of the parking spaces required for a theater or other place of evening entertainment (after 6:00 p.m.), or for a church, may be provided and used jointly by banks, offices, and similar uses not normally open, used, or operated during evening hours.
- (2) The Planning Director may approve shared parking based on an applicant-submitted parking study demonstrating significantly different peak hours of parking demand.
- (3) Shared parking must be on the same parking lot, unless an off-site parking application is approved.
- (4) Reduction due to shared parking shall only be allowed if approved on the site plan, the building permit site plan, SUP site plan or PD detail plan.
- (5) To assure retention of the shared parking spaces, each property owner shall properly draw and execute an irrevocable mutual parking agreement document expressing the same, approved by the Planning Director, shall file this agreement with the County, and shall provide a copy of the filed agreement to the City of New Braunfels prior to issuance of a Certificate of Occupancy for any use that relies upon the parking agreement.

(Should you have any questions please contact the Planning Division at (830) 221-4050, or at [planning@nbtexas.org](mailto:planning@nbtexas.org).)

STATE OF TEXAS §  
  §  
COUNTY OF COMAL §

**SHARED PARKING AGREEMENT**

This Shared Parking Agreement (Agreement) is entered into and effective \_\_\_\_\_  
20\_\_\_\_ by \_\_\_\_\_ as owner of the property known as  
\_\_\_\_\_, New Braunfels, Texas.

WHEREAS, pursuant to Section 144.5.1-1(g) of the Code of Ordinances, the City of New Braunfels specifies criteria which must be met in order to utilize shared parking agreements to satisfy the on-site parking requirements,

NOW, THEREFORE, in consideration of satisfying the recitals and mutual obligations of the parties herein expressed, we hereby bind ourselves as follows:

1. \_\_\_\_\_, as the owner of the property consisting of \_\_\_\_\_ (subject property), agrees to provide no less than \_\_\_\_\_ spaces for vehicular parking on the subject property as shown on Exhibit A to this Agreement. The provided spaces may be used jointly by multiple businesses on the subject property only when the hours of business operation do not conflict or overlap. The \_\_\_\_\_ parking spaces are not required parking for any other premise.
2. The provisions and conditions of this Agreement shall be for a term of no less than ten (10) years from the date of this Agreement, unless otherwise replaced pursuant to Section 144.5.1-1(i)(5), and shall be enforceable against successors in interest and future owners and assigns.
3. The subject property or portion thereof on which the parking spaces are located will not be made subject to any other covenant or contract for use which interferes with the parking use, without prior written consent of the City.
4. This Agreement is in perpetuity and can only be terminated with the approval of the City of New Braunfels, if replaced with on-site parking to meet Code, or replaced with another parking agreement.
5. If for any reason the Agreement is not followed, the owner of the premise using the shared parking acknowledges that the premise is in violation of Chapter 144 of the City of New Braunfels Code of Ordinances, and that the Certificate of Occupancy may be voided by the City.

6. This Agreement shall be kept on file with the City of New Braunfels and shall be recorded in the real property records of \_\_\_\_\_ (Name) \_\_\_\_\_ County, Texas.

Owner of Subject Property:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

State of Texas §

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County of **Comal** §

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ACKNOWLEDGED AND SIGNED BEFORE ME, the undersigned authority, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ (Name of property owner).

\_\_\_\_\_  
Notary Public, State of Texas

APPROVED AS TO FORM:

City Attorney  
City of New Braunfels, Texas

By: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement satisfies section 144.5.1-1(g) **subsection (5) only** of the City of New Braunfels Code of Ordinances. The shared parking agreement request is still subject to all remaining subsections of 144.5.1-1(g) before a certificate of occupancy may be issued.

\_\_\_\_\_  
Planning and Community Development Director

Date: \_\_\_\_\_