



Transportation and Capital Improvements  
550 Landa Street  
New Braunfels, Texas 78130  
[TCI@newbraunfels.gov](mailto:TCI@newbraunfels.gov)  
(830) 221-4275

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## REQUEST FOR PARKING BY PERMIT AREA

The following is a request form to modify or establish a parking by permit area. Each request must contain the completed information as indicated in sections A, B, C and D. The request will be processed in accordance with the provisions of Section 126-354 of the City of New Braunfels Code of Ordinances.

### A. Description (or attach map)

A description or a map showing the proposed blocks of the designated permit area.

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### B. Identification of Non-Residential Properties

An identification of any non-residential properties located within the proposed designated permit area, such as churches, schools, public facilities, or commercial establishments.

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### C. Statement of Proposed Parking Restrictions

A statement of the proposed parking restrictions desired by the applicants, including days of the week, times of the day, and the length of time for the parking restriction.

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#### D. Lot Address and Petition

The address of each lot within the proposed designated permit area and to the extent such information is available to the applicants, the name(s) of the occupant(s) of each single-family residential home.

A petition to include the following statement signed by two-thirds of all properties located within the designated permit area to determine if the area qualifies as a designated permit parking area:

"We the undersigned are residents and/or property owners of the proposed designated permit area described in this application. We understand that: (i) if this area is designated, certain restrictions will be placed upon on-street parking within the area; (ii) residents and/or residential property owners of the area will be entitled to obtain a limited number of parking permits exempting their vehicles from such parking restrictions, but if a resident and/or property owner owns a vehicle without having a permit displayed, that vehicle will be subject to the parking restrictions; (iii) parking permits will be issued for a term of one year and require replacement each year."

_____ Printed Name	_____ Address	_____ Signature	_____ Phone Number
_____ Printed Name	_____ Address	_____ Signature	_____ Phone Number
_____ Printed Name	_____ Address	_____ Signature	_____ Phone Number
_____ Printed Name	_____ Address	_____ Signature	_____ Phone Number
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_____ Printed Name	_____ Address	_____ Signature	_____ Phone Number
_____ Printed Name	_____ Address	_____ Signature	_____ Phone Number

## CONTACT PERSON INFORMATION

Each request must provide a contact person who represents the neighborhood association or property owners on the requested street within the study boundary area. The contact person will receive all correspondence and will be responsible for gathering evidence of support and verifying signatures on the parking by permit petition.

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Neighborhood Association:** \_\_\_\_\_

## SUBMITTAL

Submit the completed form to:

City of New Braunfels  
Transportation and Capital Improvements  
550 Landa Street  
New Braunfels, Texas 78130

If you have any questions, please contact the Transportation and Capital Improvements Department at (830)221-4275.