



Parking in Right-of-Way

7660 Woodway Dr, Suite 460 Houston, Texas 77063, Phone: (713) 782-1757
bldgofficial@pineypt.org

Date: _____

Contractor Name: _____

Type of Application: Parking in Right-of-Way

Contractors Phone: _____

Property Address: _____

Contractors Email: _____

Note: Submittal will not be accepted unless all items in the checklist have been completed.

Parking in Right-of-Way			
	Type of Application	Description	Application Form <small>(please print and attach forms)</small>
	Right-of-Way Parking Application	This permit application is required for residential parking in the right-of-way. (Must meet certain requirements)	Right-of-Way Parking Permit Application
	Copy of the Survey	A copy of an existing survey is required with this application request. Survey copies do not need to be brand new.	*Submit survey
	Setbacks	Setback information is helpful in determining any new or replacement of residential parking in the right-of-way.	*Survey Should include setbacks
	Homeowner Affidavit Form	This form is required to be completed. If in an active Homeowner Association neighborhood, you must have an HOA Approval. If not in an HOA, then the form still needs to be completed.	Homeowner Affidavit Application
	Homeowner Association Approval (If applicable)	If in an active HOA, an email approval or stamped approval is applicable.	*Homeowner Association Approval
	Area Calculations	Area calculation form is required to determine current and proposed lot coverage.	Area Calculations Form
	MVWA Approval	The Memorial Village Water Authority must approve any parking in right-of-way application.	MVWA Application
	Drainage	Drainage is required for any newly designed driveways. All drainage must be done by a Professional Engineer. All drainage is required to be uploaded to the city website.	*If drainage is designed, drainage must be uploaded to the city's website
	Tree Disposition Plan	The form needs to be completed regardless if no trees are to be removed. City Forester reviews all applications.	Tree Disposition Plan Application
	Parking in Right-of-Way Ordinance	This is helpful information regarding the city's current ordinance regarding parking in the right-of-way.	Ordinance No. 2018.06.25A

Building Codes: IBC 2018

**Please print this document and attach this to all the documents.
 You can drop off during normal business hours.**