



License Agreement Application Procedures & Requirements Land Management

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

PURPOSE: Property owners may obtain a license agreement with the City of Austin to temporarily encroach into a public right-of-way, alley, or an easement for the private use of a structure or improvement. There are 3 main types of License Agreements, including “streetscapes, retention/excavation support systems, and tower cranes”. Land Management facilitates the license agreement application process from the intake to the recordation of the final License Agreement document. Please see our website at Land Management | AustinTexas.gov for a comprehensive list of the required documentation as well as overview of the license agreement process.

Application Packet – Items to be Uploaded

License Agreement Application	Color Satellite Photo
Property Tax or Parcel ID tax record print out	Recorded Conveyance Deed (Current Owner) and Lienholder Information
Application fee (nonrefundable, payable on AB+C Portal)	AULCC Minutes Worksheet
Survey / Field Notes (metes and bounds with sketch)	Third Party Authorization Form
Certificate of Insurance	Documentation of Signature Authority

Procedures & Requirements for Requesting a License Agreement

- Applicants are required to **submit a cover letter providing pertinent information** in order for the City staff to process License Agreement request. Please see below.
*For tower crane applications, please include the proposed erection date, duration, and max height of the crane.
- Please mark and include this checklist to **ensure that all materials are submitted**, in order to help expedite your request.
- Plans not containing the required information will slow down the process and **will require plans to be modified to City standards or may be returned**.

License Agreement Application – Provide complete application; mark “N/A” for any sections of the application that do not apply. Please be sure to list all appurtenances to be placed on public property or easement. For easement encroachments, please include the information for the type of easement and the recordation information for the easement.

Property Parcel ID – This information can be found on your tax bill, or with the appropriate Appraisal District online. Please download or print and submit the tax record.

- Travis County (512) 834-9138 <https://www.traviscad.org/property-search/>
- Williamson County (512) 390-3787 <https://search.wcad.org/>
- Hays County (512) 268-2500 <https://esearch.hayscad.com/>

If a reviewer comments on an item that is not listed on the application and is on the public property/easement, the packet will be **resubmitted** to each reviewer.

_____ **Application Fee – Non-Refundable** processing fee, will be invoiced using Austin Build + Connect (AB+C) portal, to be paid upon initial application acceptance. This fee was established by Ordinance No. 910110-J (Section 12-1-952) and amended by 20180911-001 to be paid by all applicants, including governmental entities.

_____ **Survey / Field Notes** – An original signature, surveyor seal, or stamp with the following:

- A (8 ½" X 11") sketch of the area to be licensed must show all lot boundary improvements and **ALL** easements contained.
- Description should be in accordance with current COA Field Note Guidelines reflecting the property to be licensed.
- A separate sketch & description may be required if annual fees apply.

_____ **Legible Construction Drawings & Detailed Plans** – Reduced copy size to (8 ½" X 11")

_____ **Color Satellite Photo** – of the area to be licensed

_____ **Recorded Conveyance Deed** – Copy of the recorded vesting deed documenting the current property owner (i.e. General Warranty Deed, Special Warranty Deed, etc.).

_____ **Lienholder Information** – If there is a lienholder on the property adjacent to the area to be licensed, the lienholder may be required to consent to the License Agreement, if the improvements cannot easily be removed. Please provide any recorded lienholder documents in the real property records of the Texas County where the area to be licensed is located.

_____ **Tenant/Owner Information** – If a Tenant is filing the License Agreement application, then the Owner must consent to the License Agreement and the Owner shall be responsible for said agreement upon the expiration or termination of the lease with the Tenant.

_____ **Documentation of Signature Authority** – Applicant must provide a Corporate Resolution, Partnership Agreement, or Sole Proprietor Document designating the authorized signatory to execute documents on behalf of the entity. If a form for designation of authority is needed, please refer to [EXHIBIT B](#) to determine the type of document needed. The form submitted must be up to date.

Downtown and Historic Area

_____ **Downtown Area** – Improvements made within Downtown boundaries are considered a “non-standard” design and the bluelines submitted should reflect the actual condition of the area to be licensed. Please make an appointment with staff regarding any License Agreement in the Downtown Area. Downtown boundaries are: East of Lamar Boulevard, West of IH-35, North of Lady Bird Lake, and South of Martin Luther King Boulevard.

_____ **Historic Designations** – Structurers with the following designations are not assessed annual fees:

- Historic Designation
- Historic Zoning Designation
- Property located in Historic Zoning District

City staff must receive this historic designation information at time of the application submittal. If this information is not conveyed and fees are assessed and paid, the annual fee paid **WILL NOT BE REFUNDED**. (An amendment to the License Agreement may be requested, but no fees will be refunded.)

_____ **Historic Landmark Review** – Historic Landmark Commission must review and approve all detailed construction plans for License Agreements within these boundaries:

1. Along East 6th Street between IH-35 and Congress Avenue
2. Along Lavaca Street and extends between Alleys
3. Along Trinity Street between East 6th Street and East 7th Street
4. Along East 5th Street and East 6th Street between Neches and Red River
5. Along Congress Avenue between Cesar Chavez Street and 11th Street and extends between Alleys

- Detailed construction plans for improvements in these areas must be submitted to and approved by the Historic Landmark Commission prior to submittal of the License Agreement Application. Please contact Steve Sadowsky, Historic Preservation Officer, (512) 974-6454.

Texas Walk of Stars – Applicants for a License Agreement in the following areas must obtain a letter from The Texas Walk of Stars Association and Historical Society stating no objection to the applicant’s proposed improvements.

- Along East 6th Street between IH-35 and Congress Avenue
 - Along Trinity Street between East 6th Street and East Cesar Chavez Street
- Please contact Bob Woody with the Texas Walk of Stars Association at (512) 658-2491.

Please Note:

Upon receipt of all required information, our office will forward all request and related materials to stakeholder departments and franchise holders for their review and consideration (14 business day review period). An applicant has a **six (6) week deadline** to clear outstanding rejections upon the review period completion. If a written response to Land Management at LandManagement2@austintexas.gov with planned intent is not received by the deadline, the file will be TERMINATED. City of Austin will no longer place License Agreement Requests on hold indefinitely, inactive applications will be canceled and terminated considered null and void. All fees are Non-Refundable.

Assuming no negative reviewer comments remain at the end of the review period:

- A Final Master Comment Report will be provided to the Applicant for acknowledgement of conditional approvals.
- Your License Agreement Survey will be sent to the City Surveyor for review.
- The License Agreement area on your approved survey will be appraised by the Office of Real Estate Services, if applicable.
- The License Agreement template will be provided to the Applicant for draft. Land Management will review the draft and all final documentation (i.e. Certificate of Insurance and Signature Authority documentation) before sending out the Final License Agreement document for execution by the Licensee and/or Landowner. Upon returning the executed License Agreement document for final approval, the following items must be provided:
 1. Recording fee (made payable to Travis County Clerk)
 2. First annual fee, if applicable.
 3. Escrow fee, if applicable
- Upon receiving all required and executed items, the License Agreement document will be presented to the Director of Development Services Department for execution on behalf of the City and will then be recorded with the County Clerk of the appropriate County.
- In the event of negative reviewer responses at the end of the review:
 - Applicant will be immediately notified to clear the comments.
 - Upon receiving the last comment, the applicant will be sent a letter with a copy to the landowner and principal with the due date (six-week period).

Please Note:

City will prepare and record with the Travis County Clerk (in Travis County) License Agreement documents for approved applications. The Applicant must record License Agreement documents located in counties other than Travis County. **Applicant is responsible for and shall incur all cost associated with recording fees for the appropriate county.**

If you have questions, please email, or call Land Management Department:

LandManagement2@AustinTexas.gov

Office: (512) 978-1674

Submit application, upload documents & pay on:

(AB+C) Austin Build + Connect – Portal
<https://austintexas.gov/digital-development>

Mailing Address:

City of Austin – PDC
DSD – Land Mgmt.
P.O. Box 1088
Austin, TX 78767-1088