



Walkable Places Designation Application Reference Guide



PLANNING &
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DEPARTMENT

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OVERVIEW

On August 5, 2020, the City of Houston City Council adopted the Walkable Places and Transit-Oriented Development Ordinance to promote walkability in the city and encourage compact, mixed-use development along the appropriate corridors. The ordinance allows City of Houston and property owners to create Walkable Places in the city by following certain procedures. Each designated Walkable Place shall create context sensitive, pedestrian friendly development rules along designated street segments within the city. The designated Walkable Places should be areas either with existing urban forms or with potential to be redeveloped to attract pedestrian friendly, mixed-used development. For more details regarding the ordinance background, the benefits of designating Walkable Places, and the specific Walkable Place rules, please refer to the Walkable Places and Transit-Oriented Development Users' Guide: <https://houstontx.gov/planning/walkable-places-users-guide.html>

This Guide provides a summary of the submittal requirements for a Walkable Place Designation application. Please review this document carefully before preparing for your application(s).

Walkable Place Designation Application Checklist

1. Pre-submittal Meeting
2. Submittal Requirements
 - a) Walkable Place Designation Application Form
 - b) Evidence of Support from more than 50% of property owners
 - c) Proposed Street Segment Classification Form
3. Notification Signs

PRE-SUBMITTAL MEETING

Applicants are required to meet with the Planning and Development staff prior to submitting a Walkable Place Designation application. During the pre-submittal meeting, applicants shall present all documents/information related to the proposed application. Staff will provide feedback, identify potential concerns, and answer specific questions regarding the process and submittal requirements for the proposed application. To request a Pre-Submittal Meeting, please call 832-393-6600 or email walkableplaces@houstontx.gov

SUBMITTAL REQUIREMENTS

Applicant(s) must submit all of the following documents before the Planning and Development staff processes the application. Upon receiving all the required documents, staff will process the application and inform the applicant(s) regarding the application status within 30 days. If an application does not meet all the submittal requirements, the applicant(s) must provide revised and/or additional information before staff reviews the application. If an application meets all the submittal requirements, staff will hold at least one public meeting in or near the proposed Walkable Place to collect public input as well as coordinate with other departments/ agencies to ensure a comprehensive review on the application.

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Each application must include all the following documents:

- a. A complete Walkable Place Designation Application Form: All required information on the application form must be filled in correctly and the questions must be answered in detail with factual statements and justification. Exhibit A is a copy of the application form.
- b. Evidence of Support from more than 50% of property owners: in order to initiate an application to designate a Walkable Place, applicant(s) must demonstrate the application is supported by property owners who own more than 50% of properties fronting the proposed WP Streets. All signed Evidence of Support Forms shall be submitted with other application documents. Exhibit B is a template of the Evidence of Support for your reference.
- c. Proposed Walkable Places Street Segment Classification Table: the proposed Walkable Place Plan is an essential document illustrating the proposed WP Street boundary with street classification, existing conditions, and the proposed Walkable Place rules. Exhibit C is a template of a Proposed Walkable Places Street Designation Table for your reference.

NOTIFICATION SIGNS

The applicant is responsible for obtaining and posting a minimum of two (2) signs per street segment within the boundary of the proposed Walkable Places and submit pictures for the posted signs with other application documents. Planning and Development staff may approve an alternative number of signs for the application upon determining that the signs will provide sufficient notice within the application area. The applicant shall use reasonable efforts to maintain the signs until the Planning and Development Director or the Houston Planning Commission has approved an application. Failure to maintain signs on site until final action by the Commission on the application may result in deferral or disapproval of the application. Exhibit D is a template of the notification sign for your reference.

Notification Sign Requirements:

- **Minimum Sign Size-** 2 feet by 3 feet
- **Sign Location-** not more than 15 feet from each public ROW
- **Sign Lettering-** must be legible from the public ROW

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Exhibit A

(Example: Walkable Place Designation Application Form)

Walkable Place Designation Application Form



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Applicant Name: Contact Person:
Phone Number: Email Address:
Council District (please label your council district from A-K):
Tax Increment Reinvestment Zone (TIRZ): Management District:
Civic Club: Super Neighborhood:
Are you also applying for a Special Parking Area (SPA) with this application? If yes, please fill out the Special Parking Area Application. Yes No

Summary of the Proposed Walkable Place:

Description of the Proposed Walkable Places Boundaries:

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Provide a summary detailing how the proposed Walkable Place designation would preserve and enhance the pedestrian-friendly design and development along the streets within the petition boundaries.

Additional Documentation:

Please submit the following documents with the application:

1. The signed Evidence of Support form(s) representing at least fifty percent of the total linear frontage with this application

2. The Proposed Street Segment Classification Form with this petition. The link to the sheet is provided below.
 - A. https://houstontx.gov/planning/docs_pdfs/Walkable_Places_Street_Designation_Table-07-6-2021.xlsx
3. Any other supporting documentation (maps, photos, etc).

For any questions on Walkable Places, call the Planning and Development Department at (832)393-6600, or visit the department's website at www.houstonplanning.com.

¡ATENCIÓN! Si necesita ayuda en español o gustaría recibir más información acerca de este asunto, comuníquese al número 832-393-6659.

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Exhibit B

(Example: Evidence of Support)

Walkable Place Designation Application Evidence of Support



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EVIDENCE OF SUPPORT FOR A PROPOSED WALKABLE PLACE

My property (_____)
is located within the proposed _____ Walkable Place boundary.

I hereby confirm that I am the property owner or the legal representative of the property owner(s) of the listed property.

By signing the Evidence of Support,

- I support the proposed _____ Walkable Place Designation Application.
 I oppose the proposed _____ Walkable Place Designation Application.

Property Owner (Please Print Name):	Address:	
Signature: X	Date:	Telephone:

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Exhibit C

(Example: Proposed Walkable Places Street Designation Table)

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Proposed Walkable Places Street Segment Classification Table					
Street Name	Segment Description	Designation	Pedestrian Realm Standards	Minimum Unobstructed Sidewalk Width	Minimum Right-of-Way Width
Alabama Street (example)	Spur 527 to Interstate 69	Primary	Back-of-curb or edge of roadway; 20 feet	8 feet	As Established by the MTFP
Berry Street (example)	Main Street to San Jacinto Street	Secondary	Back-of-curb or edge of roadway; 15 feet	6 feet	60 feet

Exhibit D

(Example: Notification Sign)

NOTICE OF WALKABLE PLACE DESIGNATION APPLICATION

PROPOSED WALKABLE PLACE NAME

The Planning and Development Department has received an application for the establishment of a Walkable Place (Section **xx-xx** of the Code of Ordinances) for (description of street segments and subdivisions within the application boundary)

For the application details, visit:
(<https://houstontx.gov/planning/wp-program.html>)

For any questions regarding the application, call (**Applicant Name**) at (**XXX-XXX-XXXX**).

You may also contact the City of Houston Planning and Development Department by calling (832) 393-6600 or emailing walkableplaces@houstontx.gov