



City of Galveston

Development Services Department

Planning and Development Division
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ELECTRONIC SHARE SYSTEMS APPLICANT CHECKLIST

There is a permitting procedure for electronic share systems in the City of Galveston. In order to legally operate, rental units must be:

- 1) Rented from and returned to a brick and mortar establishment; and
- 2) Rented through a live transaction.

APPLICANT CHECKLIST – Please note that this checklist is not a permit. Additional documents may be required.

- Contact information** – Point of contact in the event of nonconformance with regulations, vehicle seizure, etc.
- Business plan** – Must include:
 - Address of brick and mortar establishment;
 - Operating hours;
 - Rental unit specifications (minimum/maximum speed, range, power source, etc.);
 - Explanation of how transactions will be performed; and
 - Contingency plan for rental units left in the right-of-way.
- Site plan** – Must include:
 - Scale, north arrow, legal descriptions, street address;
 - Location and dimensions of the lot(s);
 - Footprint of all existing structures and their distance(s) from property lines and adjacent buildings; and
 - Location/type of parking areas, landscape areas, driveways, and sidewalks (with dimensions).
- Floor plan** – Must include:
 - Location of transaction; and
 - Location of rental units.
- Photographs of rental units**
- Photographs of proposed signage** – Please note that additional permits may be required for signage (including A-frame signs).
- Limited Use Affidavit** – Electronic share systems, under the “Passenger Motor Vehicle Sales or Rental” land use, are only allowed in the Commercial (C), Central Business (CB), Light Industrial (LI), and Heavy Industrial (HI) zoning districts. If located in the Commercial (C) or Central Business (CB) zoning districts, a signed and notarized Limited Use Affidavit will be required.
- Certificate of Occupancy/Certificate of Zoning Compliance** – Check with the Development Services Department to find out if a Certificate of Occupancy or Certificate of Zoning Compliance will be required.

DEFINITIONS

Electronic share system: Any system which is either a docked bicycle share system or a dockless vehicle share system.

Live transaction: A transaction conducted through a live representative from a fixed place of business and requires the return of the unit to the place from which it was rented.

REFERENCES

Ordinance No. [18-066](#)

Passenger Motor Vehicle Sales or Rental Limited Use Standards (see reverse)

SEC. 2.350 PASSENGER MOTOR VEHICLE SALES OR RENTAL

A. Limited Use Standards.

1. **Use Limitation in CB Districts.** The use shall involve only vehicle rental and not vehicle sales. No outside repair of vehicles or bodywork permitted.
2. **No On-Site Direct Sales.** Passenger Motor Vehicle Sales uses are prohibited on properties with frontage on Seawall Boulevard.
3. **Parking.** No new or expanded surface parking permitted for this use on properties with frontage on Seawall Boulevard.
4. **Minimum Setback.** Except in the CB district:
 - a. **Outdoor Vehicle Display/Sales and Other Outdoor Storage:** 25 feet from any residential property line or zoning district boundary.
 - b. **Vehicle Wash Facilities.** Accessory vehicle wash facilities and their incidental functions, including vacuums and air compressors, shall be set back at least 50 feet from the side or rear property line of any adjacent residential use or residential zoning district boundary.
5. **Interior Space Only in CB District.** All vehicle display and showroom areas shall be within an enclosed building.
6. **Orientation of Service Bays.** Except in the CB district, any service or repair bays associated with the use shall be oriented away from adjacent public street right-of-ways or any adjacent residential use or residential zoning district boundary.
7. **Outdoor Vehicle Display.** Outdoor vehicle display shall occur only on paved areas of the site; the displayed vehicles shall not occupy or obstruct required parking spaces.
8. **Elevated Vehicle Display.** No more than one outdoor elevated display vehicle shall be permitted; the elevated display shall raise the vehicle no more than 3 feet off the ground.
9. **Screening.** Except in the CB district, when the site is located adjacent to a residential use or residential zoning district boundary, visual screening shall be provided along all common sides and rear property lines. The screening shall consist of a solid landscaping strip at least 4 feet in width that provides a year-round visual barrier, and positioned directly adjacent to the adjoining property. A solid masonry or concrete wall or a wood fence having a minimum height of five feet shall be installed immediately behind the landscaping strip.
10. **Surface treatment.** All surfaces for vehicle travel or storage are to be treated with a dustless surface and an adequate system of storm drainage.
11. **Space Parameters.** Every space for a vehicle for sale shall measure 10 feet by 24 feet.
12. **Sidewalks.** Sidewalks, curbs, and curb cuts shall be provided on all street frontages. All on-site sidewalks shall be a minimum of width of five feet.
13. **Property maintenance.** The property upon which any used car lot is located must be maintained in a neat and orderly manner with no accumulation of junk vehicles, tires, auto parts, garbage, refuse, or debris on the property.

