Intake Submittal Checklist

Subdivision

The applications below are subject to this checklist. For questions, call Intake at (512) 974-1770.

- Subdivision preliminary
- Revised preliminary
- Final plats
- Plat Vacations
- Construction plans

**Required items – with applicable fees – due at initial submittal**

- Completed application form with all appropriate signatures (Note: The owner authorization and inspection section must be signed by the owner or an agent authorization letter signed by the owner must be presented)
- Current Tax Certificates (If exempt, certificate still required)
- City Arborist Review Form – (not required for projects in ETJ)
- Plans in 24” x 36” format (for Preliminary and Construction plans only)
  - One (1) copy for completeness check
  - For Revised Preliminary only – One (1) redlined copy of preliminary being revised
- Plats (For Amended, Final, and Vacated Plats)
  - One (1) copy of proposed plat for completeness check
  - One (1) 8½” X 11” copy of plat
  - One (1) copy of tax map (with redlined site area)
  - For Final Plat Out of a Preliminary only – a copy of the preliminary plan
  - For vacations, copy of plat to be vacated or plat containing lots to be vacated
- Engineering Report (Not required for amended plats or plat vacations)
  - One (1) copy for completeness check and resubmittals
- Sealed Engineer’s Summary Letter (Copy that is not in the Engineer Report) Plat vacations do not require engineer seal
- Owners Deed (Recorded)

**Items due at initial submittal continues on other side**
Items due at initial submittal (continued)

- Project Review Form (Formerly Chapter 245 Review form. Not required for plat vacations)
  - If B or C checked, one additional plan set and additional fees required at cc submittal
- Letter from utility provider (if not in the city) for Water, Wastewater and Electric (Not required for amended plat or revised preliminary)
- Determination Form for PC or ZAP (Not applicable for construction plans)
  Subject to:  
  - PC     
  - or ZAP
- Two (2) copies of a legible 4” x 4” location map on a separate 8½” x 11” sheet with red-lined site area
- For Plat Vacation, copy of proposed vacation document

Items that must be provided at formal submittal

- Flash Drive – Appropriate exhibits from application must be on flash drive with the names of files and layers
- Digital copy of drainage model – A CD or flash drive separate from the electronic submittal
- For joint applications (e.g. City ETJ and Travis County) submit one (1) additional copy of all items listed above (excluding tax map) clearly labeled for Travis County

Note: An ERI or an ERI waiver will be required if development occurs on a site that:

1. is within the Edwards Aquifer recharge or contributing zone;
2. is within the Drinking Water Protection Zone;
3. contains a water quality transition zone;
4. contains a critical water quality zone;
5. contains a floodplain; or
6. has a gradient greater than 15%.

If these conditions exist and an ERI or ERI waiver is not submitted the project will be rejected during the initial stage of completeness check.