



# Subdivision Construction Plan Overview and Review Procedures

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For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

The following information provides General Information and a summary of the Review Procedures to obtain a subdivision construction plan permit within the City of Austin jurisdiction (full-purpose, limited-purpose city limits, and extraterritorial jurisdiction ETJ).

## General Information

### What Is a Subdivision Construction Plan?

Chapter 25-4-1 of the City of Austin Land Development Code requires that a subdivision construction plan be submitted, approved and released before an applicant can develop or change the use of their property or a before a building permit can be issued. A subdivision construction plan includes infrastructure necessary for the construction of the subdivision including, but not limited to: streets, drainage, water, wastewater, detention and water quality, environmental controls, and protection of important environmental features and trees.

### What a Subdivision Construction Plan Is Not

A subdivision construction plan is not a building permit and does not authorize the construction, demolition, or relocation of buildings. The applicant is responsible for requesting building, demolition, and relocation permits once the subdivision construction plan is approved.

### Who Approves Subdivision Construction Plans?

#### Administrative Approval

The Director of Development Services Department (DSD) may approve the subdivision construction plan administratively. If additional variances are required beyond those identified and approved during the subdivision process, additional approvals may be required by other boards, commissions and city council.

## Subdivision Construction Plan Review Procedures

The procedures for review and approval of construction plans are based on Volume III, Chapter 25 of the City of Austin Land Development Code. The process is summarized below:

### Step I: Development Assessment (Optional)

Typically, the general scope of subdivision construction is resolved schematically during the subdivision preliminary plan and plat process. A development assessment is not done prior to the subdivision construction process. However, a person may request an assessment of a proposed development *prior* to formal submittal by contacting the Development Assistance Center (DAC).

For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

## Step 2: Completeness Check

In order to submit a subdivision construction plan for review, an application for Completeness Check must be submitted to the **Intake** staff. No appointment is necessary. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Subdivision Construction Plan Application
- Subdivision Review - Completeness Check fee (check, cash, money order, or credit card): see <http://www.austintexas.gov/department/fees>
- A copy of the Subdivision Construction Plans, associated engineer's drainage reports and environmental site assessment (when applicable) sealed by professional engineer as required by state licensing regulations
- All Items listed on the completeness checklist, located in the Intake Office and available online at <http://www.austintexas.gov/page/land-use-applications#sub>

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

## Step 3: Formal Submittal Review Process

The next step is to submit the Subdivision Construction Plan Application to Intake to start the review process. Electronic copies of the application are available online at <http://www.austintexas.gov/page/land-use-applications#sub>.

For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

**Electronic submittal of CADD files and other documents is also required** for the initial submittal and every update submittal, as described in Exhibit V (Subdivision Construction Plan Application Instructions).

A Case Manager with Land Use Review is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. If the subdivision construction plan complies with the provisions of the code and other applicable state and federal regulations and Commission approval is not required, the subdivision construction plan will be approved administratively. The Master Comment Report will be sent to the applicant electronically or by fax. The Master Comment Report can also be viewed on the City of Austin website at <http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection>.

#### **Step 4: Update**

If it is determined that the subdivision construction plan does not comply, after the initial review, the applicant must file an update in order to bring it into compliance. **Contact Intake staff to schedule an appointment to submit the update.** Staff reviews the updates within 14 days of receipt, and the Case Manager will issue additional Master Reports identifying remaining items to be addressed. Updates will be required until the subdivision construction plan is in compliance or the subdivision construction plan expires.

Under current code, subdivision construction plan applications do not expire unless the corresponding plat expires, is not approved or not recorded. Updates filed later than 180 days after the initial submittal may require an adjustment to review fees as determined by the Director.

#### **Step 5: Subdivision Construction Plan Approval and Release**

Once all code requirements have been met, the Case Manager will notify the applicant that the subdivision construction plan can be approved administratively.

Please note that prior to subdivision construction plan approval, all construction inspection fees and fiscal requirements identified during the review process must be paid.

Prior to release of the subdivision construction plan, one reproducible full-size copy of the plans must be provided which will be signed by the Case Manager. The engineer will reproduce three full- and one half-size plan sets and return them to the Case Manager for internal distribution at which time the subdivision construction permit will be provided to the engineer by the Case Manager. **A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to release of the site plan as described in Exhibit V** (Subdivision Construction Plan Application Instructions).

During the punch list phase of the subdivision construction process, the engineer will be required to furnish one full-size 4 mil non-degradable mylars to the Site and Subdivision Inspection Division. These mylars will become the permanent City record of the as-built condition of public infrastructure which will be kept on permanent file in the City's Public Works Engineering Division File Room.

#### **Revisions to Released Construction Plans**

As described in Section 25-5-21 of the City of Austin Land Development Code, major revisions to a released construction plan shall be processed as a new application. Minor revisions require a 14-day review time.

#### **Fiscal Surety Information**

The applicant is responsible for posting adequate fiscal surety for all proposed erosion and sedimentation controls, and for permanent restoration of all disturbed areas.

An Engineer's Cost Estimate for erosion/sedimentation controls and restoration must be submitted. When the Case Manager has approved the estimate, fiscal surety in a form approved by the Director of Financial Services shall be submitted.

Contact the Fiscal Officer (512-974-2771) to post cash in an interest-bearing escrow account. If a letter of credit is to be posted, the Fiscal Officer will ensure the proposed financial institution is acceptable under the City's policies and the proper form is utilized.

#### **Ethics and Financial Disclosure Information**

If you or your agent/representative were City employees or officials within the past 24 months, you may be subject to the Ethics and Financial Disclosure Ordinance (860717-X). Copies of the ordinance are available from the City Clerk's Office.