INTAKE SUBMITTAL CHECKLIST  
ZONING  
City Of Austin Planning and Zoning Department  
505 Barton Springs Blvd. Austin, TX 78704  Ph. 974-2681, 974-2350, 974-7208  
Fax 974-2620

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<th>Departmental Use Only:</th>
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<td>File Number:</td>
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<td>Intake Specialist:</td>
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Information Required for Submittal:  

___1. Completed application form with all appropriate signatures & Application Fee  
___2. Signed Submittal Verification and Site Check Permission Forms  
___3. TIA Determination Form  
___4. If required, provide five (5) copies of TIA  
___5. TIA fee, if applicable  
___6. Two (2) copies of certified field notes for footprint zoning and portion(s) of lot(s)  
___7. Full size tax maps (1"=100’) showing properties within 500’ of zoning request (for CS-1 zoning 
red-line to include footprint and entire tract); For projects located outside of Travis County, submit 
a list of names and addresses of all property owners within a 500’ radius of the subject tract on a 
separate 8 ½”x11” sheet  
___8. Current Tax Certificate or letter from County Tax Office  
___9. Copy of receipt if refund for Development Assessment is requested/ granted  
___10. Letter from Neighborhood Association(s) and positive staff recommendation, if consent 
agenda is requested.  
___11. Zoning map showing property to be rezoned  
___12. Subject to: ZAP_______ or PC _______

Additional Submittal Requirements for Planned Unit Development (PUD):  

___A. Verification that the project has obtained and completed the Developmental Assistance 
process, including sign-off from the Customer Assistance Team; comment report with sign-off sheet 
will suffice  
___B. Eighteen (18) copies of a 24” x 36” generalized land use map which shall include all of the 
following: Project name, legal description, boundary lines with bearings and dimensions, total 
acreage, north arrow, scale and location map. Existing topography using USGS or City datum at 
tow (2) foot intervals for the property and adjacent property within 100 feet of the project boundary  
___C. Eighteen (18) copies of the proposed site development regulations to be established by the 
Land Use Plan (PUD Report/ Summary)