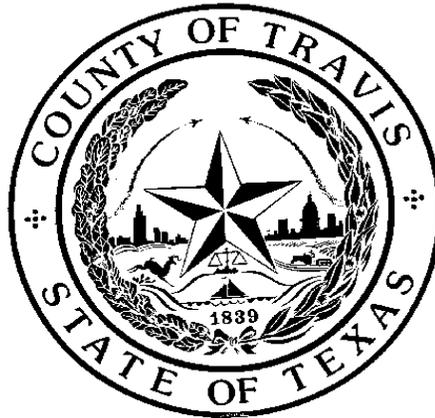


SUBDIVISION

NOVEMBER 201~~20~~

- Preliminary Plan
- Final Plat



A: SUBDIVISION APPLICATION OVERVIEW

GENERAL INFORMATION

This packet outlines the procedures and submittal requirements necessary to obtain subdivision approval within the City of Austin jurisdiction (full-purpose, limited-purpose city limits, and extra-territorial jurisdiction). The regulatory requirements and procedures for approval are defined in:

- the Texas Local Government Code 212.004
- Septic Code: Chapter 48, Travis County Rules for On-site Sewage Facilities and Texas Administrative Code Title 30 Chapter 285
- Volume III, Chapter 25 of the Code of the City of Austin (for areas in the full purpose city limits), and
- Volume IV, Title 30 of the Code of the City of Austin (for areas in limited purpose city limits and the 2 and 5 Mile extra-territorial jurisdiction or ETJ in Travis County).

Chapter 25 and Title 30 were adopted by City Council in order to protect the health, safety and welfare of the Austin community. Under Title 30, a single submittal is reviewed jointly by both the City of Austin and Travis County for subdivisions that are under the jurisdiction of both entities.

Additional information about the subdivision process and code requirements can be obtained prior to submitting a subdivision application by contacting the Development Assistance Center (DAC) on the first floor of One Texas Center, 505 Barton Springs Road, phone 974-6370, or by visiting the City of Austin's Development Process and One-Stop Shop website at <http://www.ci.austin.tx.us/development/spinfo1.htm>. In addition, applicants are encouraged to contact Travis County for additional information regarding subdivision applications in the Limited Purpose, 2 and 5 Mile ETJ. Also if your subdivision will be using any type of septic system, a separate [septic plat review](#) application is required; contact Travis County Permit Office at 512-854-4215. The City of Austin encourages people considering a subdivision to utilize a development assessment to determine plat/plan requirements and project feasibility prior to a full submittal. (See Section B, Step 1 below for more information).

WHAT IS A SUBDIVISION?

Pursuant to the requirements of Section 212.004 of the Texas Local Government Code (TLGC), the subdivision of land is required when a property owner within either the City limits or extra territorial jurisdiction divides a tract of land into two or more parts for the purpose of sale, development, or extension of utilities to the property to be subdivided. Additional types of subdivisions include combining legal lots and/or portions of lots into new lots by resubdivision, or adjusting lot lines between existing legal lots by amended plat.

WHAT A SUBDIVISION IS NOT

A subdivision is not zoning. If the owner wants to change the permitted land uses on a property in the city limits, the developer may have to go through the rezoning process (see application packet #2). A subdivision is not a site plan or building permit and does not authorize the construction, demolition, or relocation of buildings or any site construction.

WHEN IS A SITE EXEMPT FROM THE SUBDIVISION PROCESS?

Chapter 25-4-2 of the Land Development Code lists out the requirements needed to obtain an exception from platting through an application known as a Land Status Determination. A Land Status Determination is an official written determination made by the City of Austin (obtained on the 1st floor in the DAC) that exempts unplatted or illegally platted tracts of land from the State platting requirements. Texas Local Government Code prohibits municipalities from granting the extension of utilities to unplatted or illegally platted tracts of land ("illegal lots"). The City Code also states that a subdivision or a Land Status Determination will be required for lots that have not been legally subdivided before the following applications can be approved; utility taps, building permits, and commercial site development permits. In addition, for information regarding exemptions in areas outside the corporate limits, applicants should consult Title 30-2-2, 30-2-3, and 30-2-4 or contact:

Travis County -Transportation and Natural Resources - Development Services

411 West 13th Street, 8th Floor

Austin, Texas 78767-1748

Phone: 854-9383, Fax: 854-4649.

WHO APPROVES SUBDIVISION APPLICATIONS?

Administrative Approval

If approval by the Land Use Commission is not required per Chapter 25-4-84 or Title 30-2-84, the Director of Planning and Development Review, and the Travis County Executive Manager in the ETJ, may approve the subdivision administratively. The main types of administratively approved subdivision applications are amended plats; final plats that consist of four or less lots that have frontage on an existing street and that do not require a variance; and minor deviations and minor revisions to preliminary plans.

Land Use Commission and Travis County Commissioners Court Approval

Some types of subdivisions cannot be approved administratively and require a public hearing. These include: Resubdivisions; Preliminary Plans; final plats that consist of five or more lots; and subdivisions requiring a variance. Under Sec. 25-4-84, the Land Use Commission must approve these types of subdivisions in the full purpose city limits. Under Sec. 30-2-84, both the Land Use Commission AND the Travis County Commissioners Court must approve these types of subdivisions located in the extraterritorial jurisdiction and limited purpose jurisdictions.

B. SUBDIVISION REVIEW PROCEDURES

The procedures for review and approval of Subdivision applications are based on Volume III, Chapter 25 and Title 30 of the City of Austin Code. The process is summarized below:

Step I: DEVELOPMENT ASSESSMENT (Optional)

A person may request an assessment of a proposed development *prior* to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development issues. A Development Assessment application (Application Packet #01) can be submitted any work day with an appointment to the Intake Office.

Contact:

One Stop Shop – Development Assistance Center
505 Barton Springs Road, 1st Floor
Austin, Texas 78704
Phone : (512) 974-6370
Fax: (512) 974-6305

STEP 2: COMPLETENESS CHECK

In order to submit a subdivision application for review, the application must be submitted for Completeness Check. The Completeness Check must be submitted to the **Intake** staff. **Completeness Check hours are from 8:30am to 10:30 am Monday- Friday.** 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 Application
- \$200.00 review fee (check, cash, money order or credit card)
- 2 copies of the subdivision plat or plan
- All Items listed on the completeness checklist, located in the Intake Office and available online at <http://www.ci.austin.tx.us/development/intakeck.htm>.

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via e-mail or fax whether the application is approved or additional information is required for submittal. When the application packet is approved, the plans can be formally submitted for a detailed review. When the application is formally submitted, the \$200 completeness check fee is credited to the application fee. **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.

Contact:

One Stop Shop: Land Use Review - Intake Section
505 Barton Springs Road – 4th Floor
Austin, Texas 78704
Phone: (512) 974-2681 or (512) 974-2350 or (512) 974-7208 or (512) 974-2689
Fax: (512) 974-2620

Travis County: -Transportation and Natural Resources - Development Services
411 West 13th Street, 8th Floor
Austin, Texas 78767-1748
Phone: 854-9383
Fax: 854-4649

STEP 3: FORMAL SUBMITTAL REVIEW PROCESS

The next step is to submit the Subdivision application packet to Intake to start the review process. Electronic copies of the application packet are available online at <http://www.ci.austin.tx.us/development/packets.htm>. Applications may be submitted to Intake Monday through Friday. **An appointment is necessary. Please contact Intake at one of the numbers listed above to schedule an appointment. For submittal, the applicant will need to provide up to 19 additional copies of plans and 3 bound engineering reports along with the remaining balance of the fee (which will be listed on the completeness check response). For applications in the Travis County ETJ or limited-purpose jurisdiction, two complete copies of the application packet and related materials must be submitted in addition to the plans. If the subdivision will require any type of septic system in Travis County, a separate septic plat review application is required; contact Travis County Permit Office at 512-854-4215.**

-Electronic submittal of CAD files and other documents is also required for the initial submittal as described in Exhibit VII. A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to approval of the subdivision.

A Case Manager with the City of Austin or Travis County 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 it the subdivision complies with the provisions of the code and other applicable state and federal regulations and Commission approval is not required, the subdivision 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, www.ci.austin.tx.us/development.

STEP 4: UPDATE

If it is determined that the subdivision does not comply, after the initial review, the applicant must file an update in order to bring it into compliance. All ETJ and Limited Purpose applications require formal updates. **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 is in compliance or the subdivision expires.

Updates to the plan must be filed by the applicant within 180 days after the subdivision has been filed. An applicant can request an extension to the 180 day update period if the request is made prior to the 180 day deadline. The request must be made in writing and the reason for the extension should be specified. Extensions may be granted for good cause at the Director's discretion for up to 180 days. The total life of the application (including extensions) can not exceed 360 days.

STEP 5: SUBDIVISION APPROVAL AND RECORDATION

Once all Code requirements have been met, the Case Manager will notify the applicant that the subdivision can either be approved administratively or scheduled for Land Use Commission approval if necessary. If Commission approval is necessary, the Case Manager will inform you of the date and time of the public hearing. Notification for some types of Commission-approved subdivisions can require as much as 21 days notice (resubdivisions), whereas others require no notification. Please contact your case manager to find out how much notice your subdivision will require. In addition, if the subdivision is located in Limited Purpose or the ETJ, and the subdivision is not administrative; it will also be required to be scheduled for Travis County Commissioners Court. Additional notice for commercial subdivision will be required as well. If the subdivision will require septic review, a signature from Stacy Scheffel on the subdivision will be required prior to requesting commission approval. Please note that prior to subdivision approval all fees must be paid. Additional fees may include items such as: Parkland Dedication, Variance, Notification, Water/Wastewater, and Street Lighting. If fiscal surety is required, it MUST be posted no later than 90 days from the date of approval or the plat will automatically expire under Sec. 25-4-84(C) or 30-2-84(D). There is no method to extend this deadline.

In cases where Commission approval is required, and the subdivision is located in Travis County in the City of Austin's extraterritorial or Limited Purpose Jurisdiction, County Commissioners Court approval will also be required after the City Land Use Commission approves the subdivision.

After approval of a preliminary plan, the City of Austin and Travis County approval stickers are added and signed, and the process is complete.

Prior to recordation of a subdivision final plat, two photographic mylar copies must be made of the plat (one for the County and one for the City). Original current County Tax certificates showing the previous years taxes have been paid in full are required prior to recordation. Williamson County also requires an original school tax certificate (obtained from the school district where the site is located), and an owners affidavit (which can be provided by Staff). Once the staff has all the required items, including the recording fees the plat is taken to the County and recorded (this usually takes 2-4 business days). Only City staff can take the plat to the County or pick it up after it is recorded. When the recorded plat is returned to the City, it is then sent to addressing to have addresses assigned to the lots, and is then scanned into the AMANDA database. Once complete, you can pick up your approved original recorded plat at:

One Stop Shop – Document Sales
505 Barton Springs Road, 1st Floor
Austin, Texas 78704
Phone : (512) 974-6370

C. SUBMITTAL INFORMATION & REQUIREMENTS

1. COMPLETED APPLICATION FORM

The application must be complete and accurate prior to submittal.

Section 1: Name and Location

Subdivision Name

Street Location (address or distance from the nearest intersection)

Section 2: Plat Attributes

Jurisdiction/County

This can be found from a jurisdiction map on the 1st floor, or the GIS viewer on the City's website:
<http://www.ci.austin.tx.us/GIS/DevelopmentWebMap/>

Zoning

This can be found on the GIS viewer on the City's website.

Municipal Utility District

Grid Number

This can be found from a Mapsco, a grid map located on the 1st floor, or the GIS viewer on the City's website.

S.M.A.R.T. Housing

S.M.A.R.T. Housing projects include a residential element meeting affordability requirements. A pre-certification letter from Neighborhood Housing and Community Development Department and subsequent pre-submittal meeting is required prior to the site plan application submittal. For more detailed information regarding submittal requirements, expedited timeframes, and discounted fees, please visit www.ci.austin.tx.us/ahfc/smart.htm

Desired Development Zone or Water Quality Protection Zone

This can be found on the GIS viewer on the City's website

In a Neighborhood Plan?

To determine whether this site is located within a neighborhood plan, please refer to the following web site <http://www.ci.austin.tx.us/zoning/>, and follow the link to "Neighborhood Planning Areas"

In a Transit-Oriented Development (TOD) District or the NBG District?

To determine whether this site is located within a TOD District, please refer to the following web sites:
http://www.ci.austin.tx.us/planning/tod/districts_profiles.htm (see map of TOD Districts for a citywide view);
http://www.ci.austin.tx.us/planning/tod/station_area_planning.htm (refer to "Specific TOD Station Area Planning Pages" at the bottom of this webpage to see detailed maps of the Lamar/Justin, MLK, and Plaza Saltillo TOD Districts)
http://www.ci.austin.tx.us/planning/tod/tod_documents.htm (see the adopted TOD Ordinance for detailed maps of the remaining TOD Districts)

Watershed/In Recharge Zone/Watershed Class

This can be found on the GIS viewer on the City's website

Section 3: Waiver / Variances

Indicate all waivers, variances, or alternatives that are being pursued in this application. Identifying the need for these in the beginning of the process may help prevent delays.

Variances

When requesting a variance, a letter addressed to the Director should accompany the application. The letter shall include the project name, address of the site, description, justification, and appropriate LDC section from which you are requesting a variance. For any properties located in the ETJ and Limited Purpose areas, any

transportation, subdivision and drainage variances will require approval from Travis County Commissioners Court. For such variances, request letters must be addressed to Judge Sam Biscoe and Travis County Commissioners.

Section 4: Other Attributes

Water Utility Provider

Provide the name of the water utility provider. For on-site wells, the subdivider shall provide the director with evidence that water suitable for human consumption may be obtained from surface or subsurface sources on the land. The documentation must be prepared by a registered professional engineer and approved by the director of the Water and Wastewater Utility and the Texas Commission on Environmental Quality.

Wastewater Utility Provider

Provide the name of the wastewater utility provider, or indicate if an on-site septic system is proposed.

School District

Provide the name of the school district that this project is located within.

Electric Utility Provider

Provide the name of the electric utility provider.

Section 5: Ownership Information

If other than sole or community property, use the boxes provided or attach a list of the partners /beneficiaries/ principals and their positions.

Section 6: Owner Information

The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 7: Applicant Information

If the owner uses an agent or other representative to prepare and submit an application, fill out this section. If an agent is designated, this is considered the Applicant and will be PDR's primary contact.

Section 8: Engineer Information

Section 9: Surveyor Information

Section 10: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 11: Proposed Land Use

State the proposed land use for each lot, as well as the number of units (if multi-family), and acreage.

Section 12: Description of Proposed Subdivision

Provide a summary description of the proposed subdivision and the reason why the property is being subdivided. This will help the reviewers to get a better understanding of the subdivision prior to reviewing the application. Many times this helps answer questions, and reduces the number of review comments. An example might be: "A plat vacation application and replat application have been submitted in order to vacate the current plat (removing the 25' front building line), and then replat the lot in order to construct a new duplex."

Attached Forms:

- Owners Acknowledgment
- Engineer's Certification
- Surveyor's Certification
- Acknowledgement Form:

The applicant should carefully check these records before signing the attached Acknowledgment Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

ADDITIONAL REQUIREMENTS

1. TAX PLATS

Provide one blue-line copy of each of the current tax plats, showing all properties within 500 feet of the tract or limits of construction. Include all maps referenced within the 500 feet. Outline the tract or limits of construction in red. (DO NOT SPLICE MAPS TOGETHER)

Tax plats are not required for small projects except when a variance or waiver is requested.

Tax plats can be obtained from:

- Hays County: Hays County Clerk’s Office, 137 N. Guadalupe St., San Marcos, phone: (512)393-7330;
- Travis County: Travis Central Appraisal District, Walnut Creek Business Park, 8314 Cross Park Drive, Austin (Hwy 290 East and Cross Park Drive), phone: (512)834-9138. Tax plats for Travis County may be printed from T-CAD online (www.traviscad.org).
- Williamson County: Williamson County Clerk, Justice Center Building, 405 Martin Luther King St., Georgetown, phone: (512)943-1515.

For projects located outside of Travis County, submit a list of names and addresses of all property owners within a 500-foot radius of the tract.

2. TAX CERTIFICATE

Tax certificates can be obtained from:

- Hays County: Hays County Tax Assessor Office, 102 N. LBJ Dr., San Marcos;
- Travis County: Travis Central Appraisal District, 8314 Cross Park Drive, Ausitin, Texas, 78754.
- Williamson County: Williamson County Tax Assessor/Collector Office, 904 S. Main St., Georgetown.

The tax certificate should indicate that there are no taxes owed.

3. LOCATION MAP

Provide a 4” x 4” location map on a separate 8-1/2” x 11”. It should be centered on the project, have a North arrow, and note “not to scale.”

4. 8 ½ X 11 (Letter-sized) REDUCTION OF SUBDIVISION (DIMENSION CONTROL) PAGE.

Include a letter-sized copy of the subdivision page only. This will be included in the distribution packet, which is viewable online.

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~~5. PDF FILE.~~ For subdivisions requiring Travis County approval: A PDF file of plat, location map and any other documents which are required to be included in the reports submitted to Travis County Commissioners for agenda packet.

6. Resubdivision and amended plat applications must provide one recorded copy of the previous plat(s) that they are amending or resubdividing.

**SUBDIVISION APPLICATION FOR
CITY OF AUSTIN AND EXTRATERRITORIAL JURISDICTION
IN TRAVIS, WILLIAMSON, BASTROP, AND HAYS COUNTIES**

DEPARTMENTAL USE ONLY

PROJECT INFORMATION

Filing Date: _____		Construction Plan Code: _____	
Filing Number: _____		Case Manager: _____	
Application Type: _____	Project Type: _____	Process Type: _____	
2 = Preliminary unplatted	1 = Conventional	1 = Previously	
3 = Revised preliminary	2 = PUD	2 = Amendment	
4 = Final not requiring preliminary	3 = Small Lot	3 = Vacation/Replat	
5 = Final requiring preliminary	4 = Townhouse	4 = Resubdivision	
6 = Concurrent final with preliminary & construction	5 = Single family, attached		
7 = Concurrent final with no preliminary & construction			
8 = Construction plans only			
Application accepted by: _____			

Section 1: NAME AND LOCATION

Subdivision Name: _____

Street Location: _____ at _____

or _____ distance in _____ direction from the intersection of _____ and _____

Section 2: PLAT ATTRIBUTES

Jurisdiction: _____ (F = Full Purpose L = Limited Purpose 2 = 2-mile ETJ 5 = 5-mile ETJ)
 County: _____ (TR = Travis WM = Williamson HY = Hays BA = Bastrop)

Current Zoning _____ (If located in the City of Austin Full Purpose or Limited Purpose Area)

Do you have a zoning case currently under review on this site Yes No If yes, provide case number _____

If within a Municipal Utility District, give name: _____

Grid Map Numbers: _____

Is this a S.M.A.R.T. Housing project Yes No

Is this subdivision for ~~any type of, single family or duplex~~ condominium Yes No

This site is located in the: Desired Development Zone OR, Water Quality Protection Zone

Is this subdivision located in a neighborhood plan area (either approved or underway) Yes No

In a Transit-Oriented Development District Yes No

Is this subdivision located in a recharge zone? Yes No

Is the site located in the extraterritorial jurisdiction or limited purpose of Travis County? Yes No

If you answered "No" to the last question, then is this a single family or duplex site located on land that has been platted in the past and is proposing a flag lot? Yes No If "yes" then a variance for flag lot is required.

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Watershed(s): _____
 Watershed Class: _____ (URB = Urban; SUB = Suburban; WSR = Water Supply Rural; BSZ = Barton Springs Zone; WSS = Water Supply Suburban)

Section 3 : WAIVER / VARIANCE / ETC. - as applicable

___ 1.	Balance of the Tract	Section(s) _____
___ 2.	Sidewalks	Section(s) _____
___ 3.	Single Outlet	Section(s) _____
___ 4.	Street Length	Section(s) _____
___ 5.	Block Length	Section(s) _____
___ 6.	Lot Frontage	Section(s) _____
___ 7.	Cut / Fill	Section(s) _____
<u>___ 8.</u>	<u>Flag Lot</u>	<u>Section(s) _____</u>
___ 8.	Other _____	Section(s) _____

Section 4: OTHER ATTRIBUTES

Electric: _____ Water Source: _____
 Wastewater/Sewage Disposal: _____
 Telephone District: _____ School District: _____

Section 5: OWNERSHIP INFORMATION

Type of Ownership: ___ Sole ___ Community Property ___ Trust ___ Partnership ___ Corporation
 If ownership is other than sole or community property, list the individuals, partners, principals, etc. below or attach a separate sheet.

Section 6: OWNER INFORMATION

NAME: _____ CONTACT: _____
 STREET ADDRESS: _____
 CITY/STATE/ZIP: _____
 TELEPHONE: _____ FAX: _____ E-MAIL: _____

Section 7: APPLICANT INFORMATION

FIRM NAME: _____ CONTACT: _____
 STREET ADDRESS: _____
 CITY/STATE/ZIP: _____
 TELEPHONE: _____ FAX: _____ E-MAIL: _____

Section 8: ENGINEER INFORMATION

FIRM NAME: _____ CONTACT: _____
 STREET ADDRESS: _____
 CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

Section 9: SURVEYOR INFORMATION

FIRM NAME: _____ CONTACT: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

Section 10: RELATED CASES

ZONING CASE NUMBERS: _____

ZONING ORDINANCE NUMBERS: _____

SITE PLAN CASE NUMBERS: _____

SUBDIVISION CASE NUMBERS: _____

Process Assessment: Yes Waiver _____ File Number: _____

Project Assessment: Yes No _____ File Number: _____

LAND USE CATEGORIES

Single FamilySF	Planned Unit DevelopmentPUD	Industrial IND
Multi-familyMF	Commercial-OfficeOFC	Greenbelt GRBLT
Duplex.....DUP	Commercial-RetailRET	Right-Of-Way..... ROW
Public/Quasi-PublicPUB		

Section 11: PROPOSED LAND USE (by summary)

Land Use (see table)	Number of Lots	Number of Units	Acreage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS:	_____	_____	_____

OWNER'S ACKNOWLEDGMENT

STATE OF _____ §

COUNTY OF _____ §

KNOW ALL MEN BY THESE PRESENTS:

That

(INDIVIDUAL) Corporation, acting by and through

Partnership, acting by and through

Other

, owner(s) of the tract(s) of land described in warranty deed(s) recorded as follows:

, copies thereof attached hereto and made a part hereof for all pertinent purposes, do hereby make and/or authorize

_____, to make application for subdivision of such property in accordance with the accompanying plan/plat, and do hereby offer to dedicate to the public use all streets and easements shown thereon, or as may otherwise be required by applicable regulations, pursuant to Title 25 and/or Title 30 of the Austin City Code, Chapter 80 of the Travis County Rules, and Chapters 212 and 232 of the Texas Local Government Code.

Witness my hand this _____ day of _____, _____.

(OWNER'S SIGNATURE)

Witness my hand this _____ day of _____, _____.

(OWNER'S SIGNATURE)

This instrument acknowledged before me on the _____ day of _____, _____.

This instrument acknowledged before me on the _____ day of _____, _____.

Notary Public, in and for _____

Notary Public, in and for _____

My Commission expires: _____.

My Commission expires: _____.

ACKNOWLEDGMENT FORM

I, _____ have checked for any information that may affect the review of this project,
(Printed name of applicant)
including but not limited to subdivision plat notes, deed notes, deed restrictions, restrictive covenants, zoning conditional overlays, and/or Subchapter E Design Standards prohibiting certain uses and/or requiring certain development restrictions i.e. height, access, screening etc. on this property, located at

(Address or Legal Description)

If a conflict should result with the request I am submitting to the City of Austin due to any of the aforementioned information, it will be my responsibility to resolve it. I also acknowledge that I understand the implications of use and/or development restrictions that are a result of the aforementioned information.
I understand that if requested I must provide copies of any of the aforementioned information that may apply to this property.

(Applicant's Signature)

Date

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 - a. Pollutant Attenuation Plan Report
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 - c. Rock Quarry or Mining Assessment (if applicable)
5. Endangered Species Survey
 - a. Endangered Species Survey Report
 - b. Endangered Species Survey Map and Report

“PRIOR TO APPROVAL” INFORMATION

Exhibit 1 - CRITICAL ENVIRONMENTAL FEATURE WORKSHEET

Exhibit 2 - ELECTRONIC SUBMITTAL

Exhibit 3 - EDUCATIONAL IMPACT STATEMENT

ACRONYMS LIST

CAMPO	Capital Area Metropolitan Planning Organization
CWO	Comprehensive Watersheds Ordinance
DCM	City of Austin Drainage Criteria Manual
ECM	City of Austin Environmental Criteria Manual
FEMA	Federal Emergency Management Agency
LCRA	Lower Colorado River Authority
LDC	City of Austin Land Development Code
MUD	Municipal Utility District
OSSF	On Site Sewage Facility
PUD	Planned Unit Development
PUE	Public Utility Easement
RP	Rule Posting - provisions in the Subdivision Application Packet were originally adopted in 1988 and were updated in 1989, 1990, 1995, 1996, 2006, and 2007.
SOS	Save Our Springs Ordinance
TCM	City of Austin Transportation Criteria Manual
USGS	United States Geological Survey

SUBMITTAL REQUIREMENTS

CITY	ETJ In TC	Other ETJ	References	Requirements (within boundaries of the tract, unless otherwise noted)	Urban			Suburban			Water Supply			Barton Sp Zone						
					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3

PRELIMINARY PLAN/FINAL PLAT																		
1. GENERAL SUBMITTAL REQUIREMENTS:																		
X	X	X	LDC 25-1-82 RP	Filing fee {refer to fee schedule}	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	LDC 25-1-82 RP	Notarized application form {signed by record owner or duly authorized agent}	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	LDC 25-1-82 RP TC 82.203(b)(1) TC 82.203(b)(2)	Folded copies of subdivision with sequential numbering of sheets {folding size: 9" x 12"; maximum sheet size 24" x 36" for preliminary plan, 18" x 24" for final plat; final plat layout must conform with the layout on the approved preliminary; original transparencies must be submitted at a later date} Preliminaries = 30 copies Finals requiring a preliminary = 19 copies Finals not requiring a preliminary = 19 copies Amended final plat = 10 copies	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X		LDC 25-1-82 LDC 25-4-55 RP	Provide one copy each of current tax plats, showing subject tract in red and all properties within 500 ft. of tract. DO NOT SPLICE MAPS TOGETHER.	X				X				X				X	
		X	LDC 25-1-82 LDC 25-4-55 RP	Provide names and addresses of all property owners located within 500 ft. of tract.	X				X				X				X	
X	X		LDC 25-1-214 LDC 25-4-35 RP	If variances are requested, provide one copy each of current tax plats, showing subject tract in red and all properties within 500 ft. of tract. DO NOT SPLICE MAPS TOGETHER.	X				X				X				X	
		X	LDC 25-1-214 LDC 25-4-35 RP	If variances are requested, provide names and addresses of all property owners located within 500 ft. of tract.		X	X			X	X		X	X			X	X
X	X	X	LDC 25-1-82 RP TC 82.204(e)(6)	Current tax certificates indicating that all taxes have been paid up to the current year. {Tax receipts are not acceptable}		X	X	X		X	X	X		X	X	X		X

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-1-82, 112 LDC 25-7-65 RP TC 82.204(e)(2)	All fiscal estimates as determined by the City and Travis County, as applicable.		X	X			X	X			X	X					
X	X	X	LDC 25-1-82 RP TC 82.204(d)(1)	Copy of current owner's deed (with recording information) and applicable lien search certificates (or a contract to purchase, for a preliminary).	X	X	X	X	X	X	X	X	X	X	X	X	X			
2. GENERAL INFORMATION TO BE SHOWN ON THE PLAN/PLAT																				
X	X	X	LDC 25-1-82 RP TC 82.204(c)(5)	Subdivision Title / Name, Date, North Point.	X	X	X	X	X	X	X	X	X	X	X	X	X			
X	X	X	LDC 25-1-82 RP TC 82.204(c)(5)	Sketch showing the location of the subdivision in relation to major streets or roadways and a north arrow.	X	X	X	X	X	X	X	X	X	X	X	X	X			
X	X	X	LDC 25-1-82 RP TC 82.204(c)(3)	SCALE {smaller scale allowed with waiver from Review Team} Final: 1 inch = 100 feet Preliminary: less than 50 acres 1 inch = 50 feet 50 to 100 acres 1 inch =100 feet over 100 acres 1 inch =200 feet Show scale bar on plan.	X	X	X	X	X	X	X	X	X	X	X	X	X			
X	X	X	LDC 25-1-82 RP TC 82.203(b)(5)	Name of owner(s) and mailing address(es).	X	X	X	X	X	X	X	X	X	X	X	X	X			
X	X	X	LDC 25-1-82 RP TC 82.204(c)(6)	Names, addresses, and property lines of adjoining owners.	X			X			X			X						
X	X	X	LDC 25-1-82 RP TC 82.204(c)(6)	On adjacent platted property show subdivision names and record reference (Book and Page or Document#). If the adjacent property is unplatted, show owners' names and deed references.		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-1-82 RP TC 82.204(c)	Approximate distance from subdivision to nearest street intersection.		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-4-131 RP TC 82.204(c)(11)	Boundary survey of the project perimeter (tied to the Texas Plane Coordinate System) in a solid bold line.	X			X			X			X						

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-4-154 LDC 25-6-171 TC 82.204(c)	Survey tie across all existing streets bordering and traversing the subdivision to verify right-of-way width or provide a recording reference on the plan/plat and a copy of the instrument if the street was dedicated by a separate instrument.	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-4-131 RP TC 82.204(c)(11)	Data to readily determine and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line, and building line whether straight or curved, including the true north point. The radius, central angle and tangent distance for property lines of curved streets and curved property lines that are not boundaries of curved streets with closure calculations. Such data shall be established by a survey made on the ground and certified on the plan/plat by a registered public surveyor and tied to the Texas Plane System, Central Zone (required on amended plat only if shown on original plat).		X	X	X		X	X	X		X	X	X				
	X		TC 82.204(c)(17)	One or more benchmarks monumented where new streets are dedicated.		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-4-131 TC 82.204(c)(12)	Location of all permanent concrete monuments and primary control points to which all dimensions, bearings, and similar data shall be referenced, shown in feet and hundredths of feet.		X	X	X		X	X	X		X	X	X				
	X		TC 82.204(c)(21)	Proposed uses other than single-family	X	X	X	X	X	X	X	X	X	X	X	X	X			
	X		TC 82.203(b)(19)	Location of clustered mailboxes (if any)	X				X				X							
X	X	X	LDC 25-1-22 LDC 25-4-1, 174 RP TC 82.203(b)(8)	Sites for all existing buildings to be retained within the subdivision.	X				X			X				X				
X	X	X	LDC 25-1-82 LDC 25-2-492 LDC 25-4-1 RP TC 82.203(b)(11)	Acreage/square footage of overall subdivision and of individual commercial and multi-family lots, as applicable.	X	X	X	X	X	X	X	X	X	X	X	X	X			
	X		TC 82.204(c)(22)	The acreage of each lot served by an onsite sewage system.		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-2-492 LDC 25-4-1, 174 RP TC 82.204(c)(7) TC 82.204(c)(23)	Lot and block numbers, number of lots, and linear footage of streets. {Lot sizes to comply with City and County regulations }	X	X	X	X	X	X	X	X	X	X	X	X	X			

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-4-36 RP TC 82.201(f)	List of approved or requested variances and waivers.	X	X	X		X	X	X		X	X	X		X	X	X	
X			LDC 25-2-492 LDC 25-4-1 RP	Show building setback lines or show a plat note addressing building setback lines.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	LDC 25-2-62 through 66 LDC 25-4-1 RP	Proposed density (units per acre) {in the ETJ, only for multi-family development in the City's zoning jurisdiction}.	X				X				X				X			
X	X	X	LDC 25-2-492 LDC 25-4-1 RP	Proposed intensity (floor to area ratio) {in the ETJ, only for development in the City's zoning jurisdiction}.	X				X				X				X			
X			LDC 25-4-212, 216 RP	Boundary lines and names of existing and proposed parks, open spaces, etc., either for public and private use, within the subdivision.	X	X	X		X	X	X		X	X	X		X	X	X	
X			LDC 25-4-211, 212, 213, 214, 215	Parkland dedication information: <ul style="list-style-type: none"> ▪ Calculations showing parkland dedication requirements or fees to be paid in lieu of dedication, if the requirement is for a site smaller than 6 acres. ▪ Lot dimensions and acreage of proposed park site if requirement for a site 6 acres or larger (lot dimensions do not need to be exact for the preliminary). ▪ The number of acres of the dedicated park that are in the 25-year and 100-year floodplain zones, if credit for the floodplain(s) is desired. (If information is not shown on preliminary, calculations may be submitted in a separate support document.) 	X				X				X				X			
X		X	LDC 25-2-492 LDC 25-4-233 LDC 25-8-211, 213 RP	For existing duplex lots, provide a surveyor's sketch of existing structures on the lot showing the proposed lot line dividing the duplex. This sketch must also show impervious cover calculations and date of construction of the existing duplex.			X			X				X					X	
X	X	X	LDC 25-7-5, 32 TC 82.202(i)(2)	Accurate limits of 100-year flood plain on the tract, based upon existing waterway conditions.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-7-152 TC 82.202(i)(2)	Drainage easements to contain the City's 100-year floodplain for fully developed conditions and the County's 100-year FEMA floodplain (requirement may be waived by City or County staff, as applicable, for amended plats).	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
	X		TC 82.202(i)(2)	Contain all natural drainageways in drainage easements when drainage leaves or crosses existing or proposed right-of-way or when natural drainageways cross multiple lots or as determined by Travis County or provide a grading plan and the following plat note: "Construction on Lot(s)___ will not cause ponding, erosion, or increased flow on adjacent properties."	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 LDC 25-7-61 RP TC 82.302(e)(8) TC 82.204(c)(15) TC 82.204(d)(3)(B)	For any lot affected by a City or County 100-year flood plain, a Minimum Finished Floor Elevation must be established for each affected lot in accordance with City and County standards. Include the following plat note: "The minimum finished floor elevation on Lot ___ shall be one foot above the highest adjacent established base flood elevation shown hereon."		X	X	X		X	X	X		X	X	X				
	X		TC 82.204(c)(17)	One or more benchmarks monumented which contain or are bounded by the FEMA 100-year flood plain.		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-7-31, 61 TC 82.203(b)(12)	Topographic information, based on City benchmark or USGS datum, at two foot or finer contour intervals, with no more than 100 feet horizontally between any two contours, on the tract or (as necessary to confirm drainage patterns) adjacent to the tract.	X				X					X						
3. STREET AND TRANSPORTATION INFORMATION TO BE SHOWN ON THE PLAN/PLAT:																				
X	X	X	LDC 25-4-132 LDC 25-6-55, 171, 203, 292 TC 82.204(c)(10)	Names, locations, and dimensions of rights-of-way, alleys, joint use driveways and easements within, bordering or traversing the subdivision, and a statement describing the purpose for dedication. (holder of easement must be shown for subdivisions in ETJ in Travis County)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-4-132 LDC 25-6-55, 171, 292 TCM 2.3.2	Names, locations and dimensions of public rights-of-way, alleys, joint use driveways and easements within 150' of the subdivision, the names, locations and dimensions of private rights-of-way, alleys, joint use driveways and easements bordering or affecting the subdivision, and a statement describing the purpose for each public or private dedication. The holder of each easement must be shown for subdivisions in the ETJ in Travis County.	X				X					X						
	X		TC 82.202(f)(2)(D)	Satisfy CAMPO and boundary street obligations	X				X					X						

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-4-37, 53, 59, 191, 192, 193 LDC 25-7-61 RP TC 82.204(c)(10)	Location of existing utility lines within the subdivision	X				X				X				X			
X	X	X	LDC 25-4-154 LDC 25-6-171 TC 82.206 TCM 1.4.2.E	Private streets are shown on plat as "Private Street, Drainage Easement and PUE."	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-4-154 LDC 25-6-171 TCM Table 1-7 TC 82.204(c)(11)	Centerline radii, radii at all intersection corners, cul-de-sac radii, right of way width, proposed street width (preliminary plan only), and tangents between proposed reverse curves for all proposed streets.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-4-154 LDC 25-6-171 TC 82.204(c)(11)	Location of centerline of all existing and proposed railroads.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-4-154 LDC 25-6-171 TCM 1.3.1.E TC 82.301	Existing and proposed median breaks.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-6-351 TCM 4.0.0 TC 82.202(q)(1)	Sidewalk locations within the right-of-way {indicate by dotted line}, if applicable.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-4-154 LDC 25-6-171, 203 RP TC 82.202(f)(1)	Table specifying right-of-way and pavement widths for each proposed street, and if it is to be constructed with shoulders, curbs and gutters, or ribbon curbs.	X				X				X				X			
X	X	X	LDC 25-6-351 RP TC 82.202(q)(1)	Standard sidewalk note, if applicable.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-4-154 LDC 25-6-171 RP TC 82.202(f)(1)	Note on plat that all streets will be constructed to applicable standards (i.e., City of Austin urban, City of Austin alternate or county).		X	X			X	X			X	X			X	X	

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					P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-4-132 LDC 25-6-171 RP	Note on plan / plat: Off-street loading and unloading facilities shall be provided on all commercial and industrial lots.	X	X	X		X	X	X		X	X	X	
				4. RESTRICTIONS, CERTIFICATIONS, SIGNATURE BLOCKS TO BE SHOWN ON THE PLAN/PLAT												
X	X	X	LDC 25-1-82 LDC 25-4-1 RP TC 82.203(3)	Note on plan/plat stating jurisdiction in which subdivision is located.	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	LDC 25-1-82 LDC 25-4-37 LDC 25-6-21 LDC 25-8-21 RP TC 82.204(d)(8)	Restrictive covenants imposed on land if required, or if desired by applicant, with a record reference for existing documents. Staff may waive requirement for documents that do not affect the configuration of the proposed subdivision.		X	X			X	X			X	X	
X	X	X	LDC 25-4-191, 192 LDC 25-9-91 TC 82.204(c)(18) TC 82.204(c)(19)	Restrictions prohibiting occupancy of any lot until connection is made to a public or private water/wastewater system approved by the State Health Department and City or County Health Department. All external lines providing service must be in place before taps are sold.		X	X			X	X			X	X	
X	X	X	LDC 25-4-197 TC 82.204(c)(18)	Restriction on the plat prohibiting occupancy of any lot until the individual on-site disposal system is approved.		X	X			X	X			X	X	
X	X	X	LDC-25-4-132, 212 TC 82.204(d)(1)	A statement on the plat signed and acknowledged by the record owner dedicating all streets, alleys, easements, parks, and other open spaces to public use, except as noted on plat. For privately held streets, alleys, easements, parks and other open spaces, a statement must indicate that provisions for perpetual maintenance and taxation will be provided.		X	X	X		X	X	X		X	X	X
X	X	X	LDC 25-4-132 LDC 25-7-152 RP TC 82.202(i)(2)	City and county drainage easement notes (as applicable).		X	X	X		X	X	X		X	X	X

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-1-82 LDC 25-4-37 LDC 25-6-21 LDC 25-7-1 LDC 25-8-21 RP TC 82.901	All appropriate standard notes (i.e., development permit, detention, special watershed, other restrictions) as determined by the City or County.	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 LDC 25-7-61, 62 RP TC 82.204(d)(3)(A)	City and County flood plain notes (as applicable).	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-4-84 TC 82.204(d)(4)	Signature blocks for presiding officer and secretary of the Planning Commission or Zoning and Platting Commission and for the director of PDR and Travis County Executive Manager if applicable, attesting approval of the plat (administrative approvals require signature of the director only).		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-1-82 RP LDC 25-7-62 LDC 25-8-152 TC 82.204(d)(3)	Certification bearing the name, signature, seal, and date of signature of engineer or surveyor registered in the State of Texas attesting to all applicable FEMA flood plain items.	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
X	X	X	LDC 25-1-82 LDC 25-4-85 RP TC 82.204(d)(5)	Recording certificate for County Clerk's Office.		X	X	X		X	X	X		X	X	X				
	X	X	LDC 25-4-85 TC 82.204(d)(6)	All certificates and notes for County Commissioners' Court approval if the subdivision is outside the city limits or within a limited purpose annexation area.		X	X	X		X	X	X		X	X	X				
	X		TC 82.204(i)(3)(B)	Note on plan designating utility providers	X				X				X							
	X		TC 82.204(d)(7)	Individual sewage disposal system notes and signature block.		X	X	X		X	X	X		X	X	X				
	X		TC 82.204(e)(5)	Plat note designating proposed water and/or wastewater provider	X	X	X	X	X	X	X	X	X	X	X	X	X			
				5. ADDITIONAL DOCUMENTATION TO BE SUBMITTED WITH THE PLAN/PLAT (if applicable)																
X	X	X	LDC 25-4-51, 81 RP TC 82.204(a)	<u>An approved copy of preliminary plan for any application for a final plat out of that preliminary plan, or for an application to revise the preliminary plan.</u>	<u>X</u>	X			<u>X</u>	X			<u>X</u>	X			<u>X</u>	X		

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X		X	LDC 25-4-175	<u>Any residential subdivision utilizing a flag lot design must submit a driveway/utility plan exhibit showing the driveway location, width, and slope as well as the locations and dimensions of all proposed utilities for the flag lot.</u>		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-4-131 RP TC 82.204(d)(2)	Certification bearing the name, signature, seal, and date of signature of a public surveyor registered in the State of Texas attesting that all survey related items on the plat/plan are correct {engineer's certification on preliminary plans is acceptable}.	X	X	X	X	X	X	X	X	X	X	X	X				
X	X	X	LDC 25-7-61 LDC 25-8-152 TC 82.204(e)	Certification bearing the name, signature, seal, and date of signature of engineer registered in the State of Texas attesting that all engineering related items on the plat/plan are correct.	X	X	X		X	X	X		X	X	X					
X		X	LDC 25-4-175	<u>Residential flag lot(s) that require a variance must provide a copy of any private deed restrictions that effect the property, or a certification that no restrictions exist signed by the applicant. Also provide an exhibit showing all other existing flag lots in the neighborhood.</u>		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-4-35 TC 82.201(f)	Variance and waiver requests and justifications.	X	X	X		X	X	X		X	X	X					
	X		TC 82.204(c)(10)	Provide one copy of all existing separate instrument easement documents		X	X	X		X	X	X		X	X	X				
	X		TC 82.204(d)(8)	Provide one copy of all existing covenants/restrictions.		X	X	X		X	X	X		X	X	X				
X	X	X	LDC 25-1-82 LDC 25-4-82 LDC 25-8-21, 211 RP	Letter from appropriate City department for a hardship exemption from CWO and any conditions thereof.	X	X	X		X	X	X		X	X	X					
X	X	X	LDC 25-4-198 TC 82.203(b)(17)	Indication that the City of Austin's Health Department and/or applicable county's OSSF Program and/or LCRA have received information from applicant for on-site wastewater disposal and private water wells for review.	X	X	X		X	X	X		X	X	X					
X	X	X	LDC 25-4-196 TC 82.204(e)(5)	Letter of approval for services to the proposed subdivision from each utility provider with certification by the State Health Department.	X	X	X		X	X	X		X	X	X					
X	X	X	LDC 25-4-59 LDC 25-4-196	Copy of required contractual agreement for water or wastewater services with systems other than City of Austin; i.e., MUDs, water districts, private water and wastewater providers, etc.	X	X	X		X	X	X		X	X	X					
X	X	X	LDC 25-4-233	For single-family attached subdivisions, existing duplexes or vacant lots provide documentation from the electric and water utilities that separate meters exist.			X			X		X			X					

09 – Subdivision

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-2-772 (J)	For single-family attached subdivisions, existing duplexes or vacant lots provide a copy of a title search to document that no restrictions exist limiting usage to single-family detached or to limit the lot size to 3,000 square feet or larger.			X			X			X			X				
X	X	X	LDC 25-6-171	Grades of existing and proposed streets and boundary streets inside or within 150' of the subdivision boundary.	X				X			X			X					
X	X	X	LDC 25-4-154 LDC 25-6-171 TCM 1.3.1.E TC 82.301	Location of existing and proposed median breaks.		X	X	X		X	X	X		X	X	X				
X			LDC 25-4-212, 216 RP	Boundary lines and names of existing and proposed parks, open spaces, etc., either for public and private use, within 150 feet of subdivision boundaries.	X	X	X		X	X	X		X	X	X					
X	X	X	LDC 25-8-61, 62, 63, 64, 65, 211, 212, 213, 393, 394, 395, 423, 424, 425, 454, 455, 514	For single family and duplex development in watersheds other than Urban show total existing and proposed impervious cover separated into roadways, driveways, homes and other areas. {use format in App. Q-2 of ECM}						X	X		X	X		X				
X	X	X	LDC 25-8-61, 62, 63, 64, 65, 211, 212, 213, 393, 394, 395, 423, 424, 425, 454, 455, 514	For single family and duplex development in watersheds other than Urban, show total existing and proposed impervious cover. Demonstrate that final plat stands alone for impervious cover. {use format in Appendix Q-2 of ECM}						X	X		X	X		X				
				DRAINAGE / WATER QUALITY MAP AND STUDY (Plan and Report)																
X	X	X	LDC 25-7-31 TC 82.204(e)(2)	1. DRAINAGE AREA MAP: Provide 5 sets (6 sets if in ETJ in Travis County) of the maps and study and/or evidence of an existing site development permit/waiver from the City or Travis County, as applicable.	X	X	X		X	X	X		X	X	X					
				a. Engineering Component																
X	X	X	LDC 25-7-61 TC 82.301, 82.302	Location of all existing and proposed open waterways on or adjacent to the tract.	X		X		X		X		X		X					
X	X	X	LDC 25-7-61 TC 82.301, 82.302	Location, size, and flowline of all existing storm sewers, stormwater management ponds and other drainage structures on or adjacent to the tract.	X		X		X		X		X		X					

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					P	FP			P	FP			P	FP					
						1	2	3		1	2	3		1	2	3	1	2	3
X	X	X	LDC 25-7-61 TC 82.301, 82.302	Location and size of all existing and proposed drainage easements on or adjacent to the tract.	X	X	X		X	X	X		X	X	X		X	X	X
X	X	X	LDC 25-7-32, 61, 152 DCM 1.2.6 TC 82.301, 82.302	Accurate limits of the 100-year floodplain for all existing and proposed open waterways on the tract or (as necessary to confirm drainage patterns) adjacent to the tract, based on current channel conditions.	X	X	X		X	X	X		X	X	X		X	X	X
X	X	X	LDC 25-1-82 LDC 25-4-51 LDC 25-7-31, 32 RP TC 82.301, 82.302	Assurance that all drainage requirements set forth during the preliminary platting stage (easements, floodplain information, standard and special notes, etc.) are addressed or are on the plat.		X				X				X				X	
X	X	X	LDC 25-7-62, 25-8-152 TC 82.301, 82.302	Engineer's seal (with signature and date) and all required certifications. (not required for amended plats with no engineering related changes)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	LDC 25-1-82 LDC 25-7-6, 31, 32, 61, 151 RP DCM 1.2.2 & 1.2.4 TC 82.301, 82.302	Demonstrate that all drainage issues are being addressed by submitting a topographic map showing: <ul style="list-style-type: none"> ▪ The boundary of the property to be subdivided ▪ Delineation and acreage of drainage areas ▪ Stormwater flow arrows, and location, size, and flow lines of existing drainage facilities ▪ Location, limit and width of existing roadways and drainage easements ▪ The 100-year floodplain information and associated plat note ▪ Stormwater detention note, if applicable ▪ Additional information as determined by the City or County 			X			X			X					X	
				b. Slope Map and Slope Calculations: (not required if engineer certifies in writing that no slopes are over 15%)															
X	X	X	LDC 25-1-82 LDC 25-8-301 through 303 RP	Scale no greater than 1 inch = 100 feet.					X	X	X		X	X	X		X	X	X
X	X	X	LDC 25-1-82 LDC 25-8-301 through 303 RP	Two foot contour intervals and maximum 100 feet horizontally apart.					X	X	X		X	X	X		X	X	X

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-8-61, 65, 301 through 303	Show and calculate following site slope ranges: 0-15%, 15-25%, 25-35%, and over 35%				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-301 through 303 ECM 1.8.0	Location of all roadways proposed as part of the subdivision infrastructure.				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-341	Proposed cut and fill in excess of 4 feet. For roadways, this applies only to cut and fill outside the right-of-way.				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-181	Location of proposed temporary and permanent spoil disposal sites.	X	X	X	X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-301 through 303 ECM 1.8.0	Adequate building sites for single-family or duplex lots, exclusive of required setbacks and easements, assuming impervious cover limits identified in the City Code.				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-92, 93	Buffer zones, if required by City Code.				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-62, 301 through 303 ECM Q2	Calculations of land area in acres for each slope class and water quality zone within the subdivision. Specify location, type, acreage, and percentage of impervious cover for each slope category both existing and proposed, as well as the total (<i>use format in Appendix Q-2 of ECM</i>).				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-151, 152 TC 82.301, 82.302	2. DRAINAGE DETENTION, WATER QUALITY CONTROL PLAN AND ENGINEERING CALCULATIONS: Provide 5 sets (6 sets if in ETJ in Travis County) of maps and/or evidence of an existing site development permit/waiver from the City or County, as applicable. Any HEC or TR-20 calculations submitted must also be submitted on diskette.	X		X		X		X		X		X		X			
				a. Detention / Water Quality Plan and Engineering Calculations:																
X	X	X	LDC 25-7-31, 61 LDC 25-8-152, 184 TC 82.301, 82.302	Subdivision layout (<i>Scale: 1 inch = 100 feet or as approved by City; 2 foot contour intervals</i>), north arrow, and distinguishable subdivision boundary, sealed by a registered professional engineer with experience in water quality design.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-7-31, 61 TC 82.301, 82.302	Street names, lot and block, numbers, and right-of-way lines.	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-4-151 LDC 25-7-31, 61 TC 82.301, 82.302	Existing adjoining street layout.	X	(X)	X		X	X	X		X	X	X		X	X	X	

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CITY	ETJ In TC	Other ETJ	References	Requirements (within boundaries of the tract, unless otherwise noted)	Urban			Suburban			Water Supply			Barton Sp Zone						
					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-1-82 LDC 25-7-31, 61 RP TC 82.301, 82.302	Properties adjacent to tract and adjacent subdivision names.	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-1-82 LDC 25-7-31, 61 RP TC 82.301, 82.302	Existing contours at 2 foot intervals based on City approved datum.	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-7-5, 6 TC 82.301, 82.302	The fully developed 100-year flood plain clearly shown for all waterways.	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-7-31, 61 LDC 25-8-122 TC 82.301, 82.302	Creeks and open drainage ways within the tract.	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-7-61 TC 82.301, 82.302	Minimum building slab elevations for lots encroached on by a City or County 100-year floodplain.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-1-82 LDC 25-7-31, 61 RP TC 82.301, 82.302	Arrows showing flow direction for streets and lots.	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-1-82 LDC 25-7-31, 61 RP TC 82.301, 82.302	All proposed grades, including low points (<i>L.P.</i>) and high points (<i>H.P.</i>).	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-342 RP TC 82.301, 82.302	Proposed cut and fill in excess of 4 feet. For roadways, this applies only to cut and fill outside the right-of-way.					X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-211, 213 TC 82.301, 82.302	Location of all existing and proposed drainage/structures/facilities and water quality ponds or basins on or adjacent to the tract. • Indicate all existing drainage facilities (single dashed line) and sizes. • Indicate all proposed drainage facilities (solid line) and sizes.	X	(X)	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-7-61 DCM 5.2.0 TC 82.301, 82.302	Storm sewer lines and inlets and method used to divert stormwater around the site.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-7-31 DCM 2.2.1 TC 82.301, 82.302	The total area drainage to each of the water quality control ponds.	X	(X)	X		X	X	X		X	X	X		X	X	X	

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-7-31 DCM 2.2.1 ECM 1.6.2 TC 82.301, 82.302	Individual drainage areas and sub-areas based on final grading and improvements (distinguishable by heavy dashed lines).	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-4-133 ECM 1.6.5 TC 82.301, 82.302	Location of all existing and proposed drainage and water quality easements and access.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-7-152 ECM 1.2.3	Delineate water quality and access easements or lots to allow for inspection and maintenance of water quality controls for Barton Creek Zone or City Maintenance facilities.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-1-82 LDC 25-7-31, 61 RP ECM 1.6.3	Location of discharge from water quality and detention basins, as well as maintenance access for drainage structures. {can be revised at a later date as a minor revision}	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-92, 121	Location of all Critical Water Quality Zones (CWQZ), the fully developed 100-year floodplain adjacent to the water quality control, and flood surface elevations of waterways, if applicable.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-184, 211	Location of proposed water quality controls necessary to meet pollution reduction requirements for single-family or duplex subdivisions or for any infrastructure roadway constructed in the subdivision (described in the Water Quality Report).	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-211, 213 TC 82.301, 82.302	Location of water quality controls for roadways and their easements for commercial or multi-family subdivisions which contain public roads. Documentation of the location of water quality controls and easements which contain them for commercial and multi-family lots shall be deferred to the site plan stage.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X		LDC 25-8-214	For development in the Urban Watersheds, the applicant may request to pay a fee in lieu of providing on-site water quality controls (refer to Appendix T of the ECM).	X	X	X													
X	X	X	LDC 25-1-82 RP LDC 25-7-62 LDC 25-8-152 TC 82.301, 82.302	A box in the lower right hand corner of the plan showing: • Subdivision title • Name and address of the engineering firm that prepared the plan and the name of the design engineer. {not required for amended plats with no engineering related changes}	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-7-31, 32 DCM 2.4.1 - 2.4.4 TC 82.301, 82.302	All hydrologic data for City or County design storms (existing and proposed conditions) for each specific drainage area and at street intersections, inlets, and bypassing inlets leaving proposed streets onto adjacent property and entering property streets from adjacent property.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-7-61 ECM 1.6.7	Provide calculations, or demonstrate it is not required, for 2-year detention requirements to include: • Pre-development stormwater run-off flow rates • Developed stormwater run-off rates • Discharge flow rates of detention pond(s) • Volume required detention basin	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-211 ECM 1.6.5	Provide information as indicated in Appendix R-1 of the ECM.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
				b. Project Report:																
				1. Drainage Elements:																
X	X	X	LDC 25-1-211 TC 82.301, 82.302	Indicate variances that have been applied for.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-7-62 TC 82.301, 82.302	Signature and seal of a professional engineer on the report.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-7-32 TC 82.301, 82.302	Source of floodplain information (calculations and drainage maps where applicable).	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-1-82 LDC 25-7-31, 61 RP TC 82.301, 82.302	General description of proposed changes to site, of drainage plans and detention plans.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-1-82 LDC 25-7-61 RP TC 82.301, 82.302	Summary assessment of impact of development downstream.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-7-61 TC 82.301, 82.302	Calculations supporting adequacy of existing and proposed on-site channels, storm sewers, drainage structures, and detention pond sizes, as well as adequacy of drainage facilities on all properties whose drainage either would be affected by or would affect the proposed development.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-7-61 TC 82.301, 82.302	Calculations of existing flows, off-site flows, and of fully developed flows, as well as for any floodplain modifications.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
2. Environmental Elements:																				
X	X	X	LDC 25-8-91	Summary stating project's acreage, watershed and classification, a description of the proposed development and project phasing, if phasing is proposed.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	LDC 25-8-21, 22, 23, 24, 25	Documentation and explanation for any exemption, special exception or waiver claimed.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-41, 42	Discuss proposed variances and provide a letter requesting the variance(s) addressing the findings of fact (see Appendix U of the ECM).	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-91	A drainage area map showing for the fully developed conditions: • Location of all waterways within the tract and the 100-year floodplain(s), and all waterways impacting the tract which have a drainage area of 64 acres or more	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-121	• Show area and acreage of upstream drainage	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-7-61	• Proposed extent of floodplain modification, if applicable	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-121	• Critical environmental features within the project and known CEF's within 150 feet of project	X	X			X	X			X	X			X	X		
X	X	X	LDC 14-3-2, 15 ECM 4.3.3	• Location and description of any known underground storage tanks and/or hazardous materials on the tract	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-181	Show the location of spoils disposal within the subdivision.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-62, 63, 64	Proposed impervious cover and net site area information and calculations using the format shown in Appendix Q-1 and Q-2 of the ECM.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-7-61	Discuss existing and proposed drainage patterns, how existing drainage patterns are being altered, and methods of tracking quantity and quality of stormwater runoff.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-62, 211, 213 ECM 1.2.3 & 1.6.2	Impervious cover calculations for both "net site area" and gross impervious cover within the drainage area to control	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-301 through 303	Location and profile of all roadways crossing slopes in excess of 15% and location of all lots that have driveways crossing slopes in excess of 15%.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	

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					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-8-341 through 343	Locations of cut and fill greater than 4 feet proposed outside the right of way.					X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-341 through 343	Discuss methods of containment and/or stabilization for all cut and fill.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-395, 425, 455 ECM Appendix Q-3	Transfer of development rights information using the format in Appendix Q-3 of the ECM.					X	X			X	X			X	X		
X	X	X	LDC 25-8-151	Written requests for consideration of alternative or innovative water quality controls differing from standards in the ECM. Provide information showing that proposed control(s) assure equivalent level of water quality as standards delineated in the ECM.	X	(X)	X		X	(X)	X		X	(X)	X		X	(X)	X	
X	X	X	LDC 25-8-514	Single-family development and all proposed infrastructure receiving approval as part of the subdivision process, must show the methodology and water quality control strategy proposed to achieve target pollutant load reductions, if subject to Ordinance No. 920903-D (SOS Ordinance).													X	X	X	
ENVIRONMENTAL INFORMATION																				
1. ENVIRONMENTAL INFORMATION TO BE SHOWN ON THE PLAN/PLAT																				
X	X	X	LDC 25-8-281, 282	Location of all critical environmental features and required setbacks.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-92, 361	All waterways within the tract or which impact the tract and the location of the 100-year flood plain (if necessary also within the 2-year and 25-year floodplains).	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-92	Location of Critical Water Quality Zone (CWQZ).	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-92, 98	Location of Water Quality Transition Zone (WQTZ).					X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-211, 514	Delineation of Edward's Recharge Zone, if applicable.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-62	Net site area information and calculations. {use format in Appendix Q-1 and Q-2 of ECM}	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-61, 62, 63, 64, 65, 211, 212, 213, 393, 394, 395, 423, 424, 425, 454, 455, 514	For single family and duplex development in watersheds other than Urban show total existing and proposed impervious cover separated into roadways, driveways, homes and other areas. {use format in App. Q-2 of ECM}					X				X				X			

09 – Subdivision

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SUBMITTAL REQUIREMENTS

CITY	ETJ In TC	Other ETJ	References	Requirements (within boundaries of the tract, unless otherwise noted)	Urban			Suburban			Water Supply			Barton Sp Zone						
					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-8-61, 62, 63, 64, 65, 211, 212, 213, 393, 394, 395, 423, 424, 425, 454, 455, 514	For single family and duplex development in watersheds other than Urban, show total existing and proposed impervious cover. Demonstrate that final plat stands alone for impervious cover. {use format in Appendix Q-2 of ECM}				X				X				X				
X	X	X	LDC 25-8-395, 425, 455	Transfer of development rights information. {use format in Appendix Q-3 of ECM}				X	X			X	X			X	X			
X	X	X	LDC 25-8-181, 211, through 214, 231, 303 RP	Plat notes. {listed in Appendix P-5 of ECM}		X	X		X	X		X	X			X	X			
				2. TREE PROTECTION AND EROSION /SEDIMENTATION CONTROL PLAN																
X	X	X	LDC 25-8-301, 302, 303, 341, 342 ECM 1.4.0, 3.1.0	A topographic map at 2 foot contour intervals at a scale of 1 inch = 100 feet or less, sealed by an engineer and containing the following information:	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-301, 302, 303, 341, 342, 604 ECM 3.1.0	Existing and proposed grades.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-321, 604 ECM 3.1.0	Limit of construction line encompassing all areas to be disturbed as part of the subdivision infrastructure construction, and where appropriate, excluding and enclosing areas of natural vegetation on the site which are to be left undisturbed.	X	X	X		X	X	X		X	X	X		X	X	X	
				A tree survey showing the following:																
X	X	X	LDC 25-8-121, 123, 604, 622 ECM 3.3.1	<ul style="list-style-type: none"> On single-family subdivisions, all 19-inch and larger diameter trees (requirement in ETJ only for projects subject to CWO in water supply watersheds). 	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-121, 123, 604, 622 ECM 3.3.1	<ul style="list-style-type: none"> On commercial subdivisions, all 8-inch and larger diameter trees (requirement in ETJ only for projects subject to CWO in water supply watersheds). 	X	X	X		X	X	X		X	X	X		X	X	X	
				<ul style="list-style-type: none"> On all Hill Country Roadway sites (commercial and single-family) {only for development in the City's zoning jurisdiction}: 																

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SUBMITTAL REQUIREMENTS

CITY	ETJ In TC	Other ETJ	References	Requirements (within boundaries of the tract, unless otherwise noted)	Urban			Suburban			Water Supply			Barton Sp Zone						
					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X		LDC 25-2-1022 LDC 25-8-121, 123, 604, 622 ECM 3.3.1	1. All 6-inch and larger diameter trees								X	X	X		X	X	X		
X	X		LDC 25-2-1022 LDC 25-8-121, 123, 604, 622 ECM 3.3.1	2. All tree clusters (2 or more trees), 2-inch and larger diameter and within 10 feet of each other.								X	X	X		X	X	X		
		X	TC 82.301(c)(3)(F)	<ul style="list-style-type: none"> In the ETJ in Travis County, location of trees or clusters of trees, 6 inches in diameter or greater, proposed to remain within clear zone and low sight distance areas of the right of way. 	X			X				X				X				
				Note: An air photo in lieu of an on-the-ground tree survey that is required under the tree protection and erosion/sedimentation control plan may be acceptable, upon approval by the City Arborist. Trees are to be represented by circles using the formula of 1-foot radius for every 1-inch of trunk diameter: solid circle lines indicate trees which are to remain while dashed circle lines indicate trees proposed for removal.																
X	X	X	LDC 25-7-31, 61 LDC 25-8-211, 213	Overall plan view of the proposed subdivision with the location of the existing and proposed water quality or detention basins.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-181	Location and type of all proposed temporary erosion controls on a plan view with existing topographic and contributing drainage area information.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-181	Location and type of all permanent erosion and sedimentation controls, permanent water quality controls required for single family development and all roadway infrastructures.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-181	Existing topography and a general indication of proposed grades.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-181	All proposed development including utilities (electric, wastewater, storm sewer), which are to be constructed as part of the subdivision construction permit.			X			X				X					X	
X	X	X	LDC 25-8-181	Contractor staging area(s), vehicular use area(s), and fuel storage areas.	X		X		X		X		X		X		X		X	
X	X	X	LDC 25-8-181	Size and location of temporary and permanent spoils storage area(s), time in use, and ultimate restoration schedules.	X		X		X		X		X		X		X		X	
X	X	X	LDC 25-8-92	Location of the 100-year flood plain for fully developed conditions.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 14-3-2, 15 ECM 4.3.3	Location of all existing and proposed underground storage tanks and a records search, if applicable.	X	X	X		X	X	X		X	X	X		X	X	X	

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CITY	ETJ in TC	Other ETJ	References	Requirements (within boundaries of the tract, unless otherwise noted)	Urban			Suburban			Water Supply			Barton Sp Zone						
					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-8-342 LDC 25-8, Subch B	All proposed cut and fill in excess of 4 feet. For roadways, this applies only to cut and fill outside of the right of way.				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-124, 361	Location of septic drainfields.				X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-124, 361	Location of on-site wastewater treatment plant, and wastewater irrigation areas, if applicable.				X	X	X		X	X	X		X	X	X		
				3. ENVIRONMENTAL ASSESSMENT REPORT (as applicable)																
				a. Vegetation Element:																
X	X	X	LDC 25-8-123	A tree survey following the guidelines in ECM Section 3.3.2, 3.3.3, 3.3.4; A vegetative survey for all commercial and multifamily sites which shows approximate location of and identifies all significant vegetation on the site as described in ECM Section 1.3.2.	X	X	X	X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-123	A discussion explaining how the design of the plan preserves, to the greatest extent reasonable, any significant trees and vegetation on the site and provides maximum erosion control and overland flow benefits from the vegetation as described in ECM Section 1.3.2; LDC Sections 25-8-602 through 25-8-627.	X	X	X	X	X	X		X	X	X		X	X	X		
				b. Hydrogeologic Element:																
X	X	X	LDC 25-8-122, 281, 282	Description of all Critical Environmental Features, as defined by the Land Development Code, with a reference to the topographic map which identifies their location and proposed means for protection of such areas. (See LDC Sections 25-8-281 and 25-8-282.)	X	X	X	X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-122, 281, 282	Complete Critical Environmental Feature Worksheet (Exhibit I) in hard copy and electronic format (cd, diskette, or other media)..	X	X	X	X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-122	General description of topography, soils, and geology of the site as described in ECM Section 1.3.1.	X	X	X	X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-122, 281, 282	Discussion explaining how proposed drainage patterns will protect the quality and quantity of recharge points described in ECM Section 1.3.1..	X	X	X	X	X	X		X	X	X		X	X	X		
				c. Wastewater Element:																
X	X	X	LDC 25-8-124 ECM 1.3.3	Calculations of the drainfield or wastewater irrigation areas, if applicable.	X	X	X	X	X	X		X	X	X		X	X	X		
X	X	X	LDC 25-8-124 ECM 1.3.3	Environmental justification for sewer line locations in Critical Water Quality Zones, if applicable, and a description of the construction techniques and standards for proposed wastewater lines as described in ECM Section 1.7.7.	X	X	X	X	X	X		X	X	X		X	X	X		

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CITY	ETJ In TC	Other ETJ	References	Requirements (within boundaries of the tract, unless otherwise noted)	Urban			Suburban			Water Supply			Barton Sp Zone						
					P	FP			P	FP			P	FP			P	FP		
						1	2	3		1	2	3		1	2	3		1	2	3
X	X	X	LDC 25-8-124 ECM 1.3.3	Present alternatives for tunneling, micro-boring, or optional alignments outside the Critical Water Quality Zone and compare environmental constraints of each alternative as indicated in ECM Section 1.3.3.	X	X	X		X	X	X		X	X	X		X	X	X	X
X	X	X	LDC 25-8-124 ECM 1.3.3	Description of alternative wastewater disposal systems over the Edward's Aquifer Recharge Zone.	X	X	X		X	X	X		X	X	X		X	X	X	X
X	X	X	LDC 25-8-124	Description of proposed on-site wastewater collection and treatment systems, treatment levels, and impacts on receiving watercourses, including the Edward's Aquifer.	X	X	X		X	X	X		X	X	X		X	X	X	X
X	X	X	LDC 25-8-124	Information on the soils in accordance with ECM Section 1.11.	X	X	X		X	X	X		X	X	X		X	X	X	X
X	X	X	LDC 25-8-124	Information on proposed onsite wastewater treatment levels and status of Texas Commission on Environmental Quality Permit, if requirements are different from City requirements.(ECM 1.11)	X	X	X		X	X	X		X	X	X		X	X	X	X
X	X	X	LDC 25-8-124	Calculations to demonstrate that the wastewater irrigation limitations of LDC Section 25-8-361 have been met, if applicable	X	X	X		X	X	X		X	X	X		X	X	X	
				4. POLLUTANT ATTENUATION PLAN: Must be submitted if the project is for industrial development not enclosed in a building. Industrial uses included are: Basic Industry, Custom Manufacturing, General Warehousing and Distribution, Light Manufacturing, Recycling Center, Resource Extraction and Stockyards.																
X	X	X	LDC 25-8-125 or ATCSR 30-5-125	a. Pollutant Attenuation Plan Report. Follow criteria of ECM 1.3.4 and include the following:	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-125 or ATCSR 30-5-125	Engineering Report.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-125 or ATCSR 30-5-125	Drainage and Water Quality Control Plan. (may substitute the appropriate Texas Pollutant Discharge Elimination System (TPDES) permit Stormwater Pollution Prevention Plan)	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-125 or ATCSR 30-5-125	Reclamation Plan.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-125 or ATCSR 30-5-125	Exhibits: Site Plan, Aerial Photograph and Reclamation Plan.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-125 or ATCSR 30-5-125	b. Resource Extraction Assessment for Unconsolidated Material. If applicable, submit per criteria of ECM 1.3.4.4.	X	X	X		X	X	X		X	X	X		X	X	X	
X	X	X	LDC 25-8-125 or ATCSR 30-5-125	c. Rock Quarry or Mining Assessment. If applicable, submit per criteria of ECM 1.3.4.5.	X	X	X		X	X	X		X	X	X		X	X	X	

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“PRIOR TO APPROVAL” INFORMATION

A subdivision applicant shall provide (as applicable) the following information or perform the following actions, in a form or manner acceptable to the reviewing entity, prior to approval of the preliminary plan or final plat. The information and actions are in addition to information required at the time of submittal of the subdivision application.

CITY	ETJ in TC	Other ETJ	References	Requirements	P	FP		
						1	2	3
X	X	X	LDC 25-4-231, 232, 233 LDC 25-4-132 RP TC 82.204(e)(1)	Draft of separate restrictive covenants required by ordinance or those desired by applicant to be referenced on the plat.	X	X	X	
X	X	X	LDC 25-1-82 LDC 25-7-152 RP TC 82.204(e)(1)	Draft of separate instrument dedicating off-site easements (if required by ordinance).		X	X	
X	X	X	LDC 25-2-402 LDC 25-4-231	Homeowners document for PUDs and townhouses.	X	X	X	
X	X	X	LDC 25-4-232	Draft of Small Lot document for small lot subdivisions.	X	X	X	
X	X	X	LDC 25-4-233	Provide blanket easements, covenants and restrictions for water, wastewater and electric lines to cross lot lines.			X	
X	X	X	LDC 25-1-82 LDC 25-4-233 RP	For single-family attached subdivisions, existing duplexes or vacant lots provide the draft of required declaration of easements, covenants and restrictions. Also, an affidavit from the attorney preparing the declaration that he/she is licensed attorney.			X	
	X		TC 82.203(b)(15)	If the limits of the 100-year flood plain as per FEMA vary from the current FEMA panels, submit to Travis County prepared application to FEMA for a Conditional Letter of Map Amendment (CLOMA) or Conditional Letter of Map Revision (CLOMR). A Conditional Letter of Map Amendment, or Revision, must be provided prior to final plat approval and the Letter of Map Amendment or Revision must be provided prior to issuance of development permits for lot improvements.	X	X	X	X
	X		TC(204(e)(2)	Copy of street and drainage plans signed and sealed by the engineer. Fiscal posting may need to be increased if the complete construction warrants a higher fiscal posting amount. Complete construction plans and fiscal for restoration and the construction of streets and drainage must be provided prior to issuance of development permit, unless alternate fiscal is approved by the Court. The owner must provide fiscal of an executed copy of Exhibit 82.401(D) plus restoration fiscal within 48 hours of notice that the plat is to be recommended to the Court for approval and recordation or the plat may be rejected. {see supplemental checklist for streets and drainage plans}		X	X	
X	X	X	LDC 25-1-82 LDC 25-7-61, 123, 151 RP TC 82.301, 82.302	Arrangements for installation or upgrade for inadequate or non-existent drainage infrastructure for which the development is responsible.			X	

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A subdivision applicant shall provide (as applicable) the following information or perform the following actions, in a form or manner acceptable to the reviewing entity, prior to approval of the preliminary plan or final plat. The information and actions are in addition to information required at the time of submittal of the subdivision application.

CITY	ETJ in TC	Other ETJ	References	Requirements	P	FP		
						1	2	3
X	X	X	LDC 25-4-37, 38, 132, 133 LDC 25-7-61, 152 TC 202(i)(4)(C)	A letter, statement, or other instrument from holder of privately-held easement or fee strip stating their approval of crossing or modification of the easement, if required by the City of Austin or County.	X	X	X	X
	X		TC 82.301(b)	Copy of Traffic Impact Analysis, if required as per 82.301(b)	X	X	X	
X	X	X	LDC 25-4-37 TC 82.401(e)	Original executed subdivision construction agreement (if fiscal surety is required for subdivision improvements)		X	X	
	X		TC 302(d)(11)(D)	Letter of concurrence from emergency service provider.	X	X	X	X
	X		TC 82.204(c)(8)	Written approval for all proposed street names from E-911.	X	X	X	
	X		TC 82.204(b)	Electronic media submittal.		X	X	X
X	X	X	LDC 25-6-171 TCM 1.4.3 TC 82.206(b)(7)	If gates are proposed, provide an entry detail showing location of gates, key pads, etc.	X	X	X	

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Exhibit 2

ELECTRONIC SUBMITTAL

In an effort to:

- improve geographic information system (GIS) data;
 - improve the efficiency of GIS data creation; and
 - provide a more comprehensive view of existing and proposed infrastructure;
- provide a base file in *.dgn, *.dwg, or *.dxf, format of existing and proposed improvements listed in the following table, and specify layer name or number. File shall be referenced to the Texas Central State Plane (NAD83, survey feet) projection, and elevation data shall be referenced to the NAVD88 (feet) datum. Grid coordinates are recommended for alignment with City of Austin GIS data.

Is the file in (check one):

- Grid coordinates
- Surface coordinates

Average projection scale factor/Average combined factor (10 digits min.)

Electronic seals shall be provided or excluded in accordance with Texas Board of Professional Engineers Rules and Texas Board of Architectural Examiners Rules.

CADD files that contain more base layers than listed below are encouraged but are not required. CADD files may be locked or read-only.

Electronic files shall be submitted on a USB flash drive. The flash drive will be copied at Intake and returned to you.

The following layers are required at the time of first formal submittal.

<u>Description</u>	<u><input type="checkbox"/> if n/a</u>	<u>Layer Name and/or Number (please specify)</u>
<u>Site boundaries</u>	<input type="checkbox"/>	
<u>Existing lot lines or legal tract boundaries</u>	<input type="checkbox"/>	

The following base files are required prior to site plan release.

<u>Description</u>	<u><input type="checkbox"/> if n/a</u>	<u>Layer Name and/or Number (please specify)</u>
<u>Site boundaries</u>	<input type="checkbox"/>	
<u>Existing lot lines or legal tract boundaries</u>	<input type="checkbox"/>	
<u>Easements</u>	<input type="checkbox"/>	
<u>Critical environmental features and buffers as depicted on plans</u>	<input type="checkbox"/>	
<u>Open Space⁵</u>	<input type="checkbox"/>	
<u>Floodplain Delineation (existing & proposed as depicted on plan)</u>	<input type="checkbox"/>	
<u>Legend (may be in separate file)</u>	<input type="checkbox"/>	

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⁴ Edge of pavement, curb and gutter lines as depicted on plans, luminaires, poles, pullboxes, signal poles, and signal cabinets.

⁵ Delineation of open space as required on the site plan or subdivision. Only open spaces on the ground are required. Above ground spaces such as balconies are not required.

2. Provide an electronic copy of the following in *.pdf format with the following recommended file name convention at the time of first formal submittal.

Description	Recommended File Name
Engineer's report	[Case Number] Eng_report.pdf
Drainage report (if applicable)	[Case Number] Drg_report.pdf
Engineer's summary letter	[Case Number] Eng_summary.pdf
All sheets in subdivision	[Case Number]-U[Update #] [sheet #].pdf
Application package (i.e. application, tax certificate(s), waiver request(s), etc.)	[Case Number] Application.pdf

3. Provide electronic files for drainage model. Resubmittal of drainage model is required for any modification.



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EXHIBIT 3

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EDUCATIONAL IMPACT STATEMENT (EIS) DETERMINATION

PART A

If your project is located in the Austin Independent School District, requires Land Use Commission review; and meets one of the requirements listed below, an Educational Impact Statement is required.

<input type="checkbox"/> YES	<input type="checkbox"/> NO	100 or more single family units are proposed
<input type="checkbox"/> YES	<input type="checkbox"/> NO	200 or more multifamily units are proposed
<input type="checkbox"/> YES	<input type="checkbox"/> NO	100 or more multifamily units are proposed and a tax credit is requested
<input type="checkbox"/> YES	<input type="checkbox"/> NO	project will demolish more than 50 residential existing units in a structure more than 20 years old

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If an Educational Impact Statement (EIS) is required, please complete the Educational Impact Analysis (EIA) Part B.



EDUCATIONAL IMPACT ANALYSIS FORM
Part B

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OFFICE USE ONLY

CASE MANAGER:

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APPLICANT/AGENT:

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CASE NUMBER:

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PROJECT NAME:

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PROJECT ADDRESS:

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PROPOSED USE:

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EXISTING RESIDENTIAL UNITS

Existing Number of Residential Units:

Formatted: Font color: Auto

Number of existing residential units to be demolished:

Formatted: Font color: Auto

Age of units to be demolished:

Formatted: Font color: Auto

PROPOSED DEVELOPMENT

Gross Project Acreage:

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Number of lots:

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Lots per acre:

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PROPOSED RESIDENTIAL UNITS

Proposed number of Residential Units:

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Size of proposed units in square feet (specify range):

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Number of bedrooms per unit:

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ESTIMATED SELLING / RENTAL PRICE (EXISTING AND PROPOSED)

Estimated selling price of units (specify range): _____

Estimated rental rates (if applicable): _____

Range of monthly rental rates to be demolished: _____ to _____

Estimated increase in rental rates (specify percentage of increase): _____

If project is multifamily, will a tax credit be applied for as part of the Smart Housing™ Program? _____

Number of Certified Affordable Dwelling Units (Proposed or Existing) _____

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**OFF-SITE FAMILY AMENITIES EXISTING WITHIN ONE MILE OF PROJECT
(Open to the public – attach location plan)**

Parks/Greenbelts: _____

Recreation Centers: _____

Public Schools: _____

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PARKLAND DEDICATION

Parkland dedication required? YES NO

If yes, please indicate if applicant plans to request fee in lieu or provide parkland.

Fee: YES NO

Land: YES NO

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ON-SITE FAMILY AMENITIES PROPOSED

Will space be provided for childcare services? YES NO Unknown at this time

Amount of open space required in acres: _____

Amount of open space provided in acres: _____

Other proposed amenities: (pools, clubhouse, recreation area): _____

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TRANSPORTATION LINKAGES

Closest Public Transit Location: _____

Pedestrian/Bike Routes: _____

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