



Planning and Development Review Department

P.O. Box 1088, Austin, Texas 78767

One Texas Center, 505 Barton Springs Road

Telephone: (512) 974-6370 Fax: (512) 974-6305

Site Plan Correction Request Process

NOTE...

~~A request is reviewed the next business day after its submittal. If the request involves further research, the review will require additional time. The applicant should will be informed of its the application results by electronic mail, fax transmittal, or telephone by the next business day. If you have not been informed within three ten (10) business days of your submittal. For questions about the status of an application or fee information, please contact the Processing staff Development Assistance Center at (512) 974-2774 or (512) 974-9747 for its status. The processing staff cannot provide technical information; however, they will provide the status of the application in the review process and fee information.~~

A Site Plan correction must be completed within **10** business days from its approval date. If a correction is not completed within this timeframe, a new request must be submitted and may incur additional fees.

Denied requests are available for customer pick-up in the Development Assistance Center on the 1st floor of One Texas Center, 505 Barton Springs Road.

Correction appointments must be scheduled and will be held in the Development Assistance Center on the 1st Floor of One Texas Center.

Step 1...

Provide all information requested on the attached **Site Plan Correction Request** form. An incomplete request form will not be accepted. Specific or additional information regarding the correction may be attached as a memorandum or letter.

Step 2...

All correction requests are to be shown in red, overlaid on a City of Austin approved red-stamped copy of the originally approved site plan. All sheets affected by the proposed corrections and the cover sheet must be submitted for review.

If you do not have a red-stamped copy of an original site plan, obtain a copy from the Research Assistance section of the Development Assistance Center, located on the 1st floor of One Texas Center, 505 Barton Springs Road, prior to the submittal of your request. You may contact this section at (512) 974-6370.

Step 3...

Attach the completed request form to the redlined copy along with any other support materials and submit to the Development Assistance Center. Submittal hours are between 7:45 a.m. and 4:45 p.m., Monday through Friday. Requests will not be accepted outside of these times or at any other location.

If you have any questions regarding the Site Plan Correction request process, please contact the **Processing staff Development Assistance Center** at (512) 974-2774 or 974-9747, Monday through Friday, 7:45 a.m. to 4:45 p.m.

E-mail address: _____



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Site Plan Correction Request

Site Plan Case #: _____ Correction #: _____ Expiration Date: _____

Site Address: _____

Project Name: _____

- Site has a City of Austin Certificate of Occupancy.
- Site is under construction (*provide written verification from the Environmental Inspector*).
- Site is in an extra-territorial jurisdiction and has a Certificate of Compliance.

Brief /General Description of Correction:

Attach a detailed description of the proposed correction(s) in a memorandum or letter and one redline copy of the proposed correction(s) to a copy of a City of Austin approved site plan that includes the cover sheet.

I, _____, do hereby certify that I am the
(PRINT NAME)

owner owner's agent (*to act as the owner's agent, written authorization from the owner must be provided*) of this described property, and in this capacity, submit this request for a site plan correction. The change(s) are considered "administrative correction(s)" pursuant to Chapter 25-5-61 of the Austin City Code.

Furthermore, I certify and acknowledge that:

- The approval of this site plan correction request does not constitute authorization to violate any provisions of the Austin City Code or other applicable requirements.
- I will be responsible and required to seal or certify the correction being made. In addition, a copy of a letter notifying the original consultant of the documents (engineer, architect, landscape architect, or designer) of the proposed corrections shall be submitted and attached to this request.

Signature of Requester Date: _____

Address: _____

Telephone: _____

Please indicate how you wish to receive a copy of the results of the review:

FAX: _____ E-mail address: *please provide e-mail address on other side of form*