



Land Use Commission Site Plan Application Instructions Non-Consolidated Land Use Element (A Plan)

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For submittal and fee information, see austintexas.gov/digitaldevelopment

The following information outlines the Application Instructions and Submittal Requirements necessary for review of a Land Use Commission non-consolidated project. The regulatory requirements and procedures for approval are defined in Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). Chapter 25 was adopted by City Council in order to protect the health, safety, and welfare of the Austin community.

Additional information about the site plan permitting process and code requirements can be obtained prior to submitting a site plan application by visiting <http://austintexas.gov/digitaldevelopment>.

The City of Austin encourages people considering site development to request a Development Assessment to determine design requirements, project feasibility, and permitting requirements. For information, please see Land Use Commission Site Plan Overview and Review Procedures at <http://www.austintexas.gov/page/land-use-applications#site>.

Application Instructions

The application must be complete and accurate prior to submittal. Please refer to the descriptions below to ensure all information is entered correctly. To access the application, please see Consolidated Site Plan Application at <http://www.austintexas.gov/page/land-use-applications#site>. Note that the application is a fillable PDF, and must first be SAVED TO COMPUTER to be completed.

All information is required (if applicable).

Section 1: Project Information

Project Name

Provide the name of the proposed project.

Project Street Address (or range)

Provide the street address of the project, or range of addresses for all streets abutting the property. For assistance, call: (512) 974-2797; or email: addressing@austintexas.gov.

Description of Proposed Development

Provide a summary description of the proposed project, including type of development, number of buildings, and other proposed site improvements such as parking, water quality/detention ponds, landscaping, etc.

Legal Description or Subdivision Reference

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Legal Description such as:

- East 50 feet of Lot 1, Block A, Austin Subdivision
- One acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records

Deed Reference

The volume, document number, and page numbers of the deed conveying the property to the present owner and the total size of the property conveyed shall be shown. This information is on your deed, or is available from your title company, through the Travis Central Appraisal District website at http://www.traviscad.org/property_search.html, or the Travis County Clerk's Office at 5501 Airport Boulevard. Williamson County information is available on the Williamson Central Appraisal District website at <http://www.wcad.org/>.

Tax Parcel Number(s)

These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Section 2: Applicant/Agent Information

Provide all contact information. If an agent is designated, this is considered the "Applicant" and will be the primary contact.

Section 3: Owner Information

Provide all contact information if the owner is not the applicant. The current owner must sign the application or attach a written authorization for the agent. Be sure all address information is correct.

Section 4: Engineer Information

Provide all engineer contact information, if applicable.

Section 5: Other Professional/Trade Information

Provide all professional and/or trade contact information, if applicable. Examples include general contractor, electrical contractor, landscape architect, etc.

Section 6: Property Attributes

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 <http://www.austintexas.gov/department/housing-developer-assistance>.

To determine the following information, refer to the GIS Viewer on the Development website at <http://www.austintexas.gov/GIS/DevelopmentWebMap/>:

- Smart Growth Zone/Drinking Water Protection Zone
- Watershed

- Watershed Classification
- Edwards Aquifer Recharge Zone
- Land Development Jurisdiction

Current Watershed Protection Regulations

In order to determine if your project is not subject to current watershed regulations, you must also submit your Chapter 245 Determination form with this application.

School District

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

Hill Country Roadway

The following information is required when a project is located within a Hill Country Roadway Corridor (see Land Development Code Chapter 25-2, Article 11 for more information):

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally
- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations
- For projects requesting performance incentives for scenic vista protection, the plan shall:
 - a) Illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas
 - b) Show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5-foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%
- Floor-area information based on intensity zone and slope gradients

Principal Street Type

Please refer to Land Development Code 25-2, Subchapter E, to determine your project's street type.

Neighborhood Plan

To determine whether this site is located within a neighborhood plan, please refer to the following webpage <http://www.austintexas.gov/department/neighborhood-planning>, and follow the link to "Neighborhood Planning Areas."

Transit-Oriented Development (TOD) District, North Burnet/Gateway (NBG), East Riverside Corridor (ERC), Other

To determine whether this site is located within a TOD District, the NBG, or ERC, please refer to the websites below.

TOD:

- <http://www.austintexas.gov/department/transit-oriented-development>
See map of TOD Districts for a citywide view. Refer to "Specific TOD Station Area Planning Pages" at the bottom of the webpage to see detailed maps of the Lamar/Justin, MLK, and Plaza Saltillo TOD Districts.
- <http://www.cityofaustin.org/edims/document.cfm?id=78718>
See the adopted TOD Ordinance for detailed maps of the remaining TOD Districts.

NBG: <http://www.austintexas.gov/page/north-burnetgateway>
ERC: <http://www.austintexas.gov/page/east-riverside-corridor-0>

Vertical Mixed Use

If Yes, a pre-application conference with Neighborhood Housing and Community Development is required prior to site plan application submittal to certify the affordability component of the project. Contact NHCD at (512) 974-3100 to schedule an appointment for a conference.

Service Providers

Provide the name for each of the following:

- Electric Utility Provider
- Water Provider
- Wastewater Disposal Provider

Section 7: Application Assessment

Large Retail Use

According to Ordinance # 20070215-072 a large retail use (100,000 sq. ft. or greater) requires a Conditional Use Permit from the Land Use Commission.

Traffic Impact Analysis (TIA) Determination

A determination as to whether a TIA is required must be made prior to submittal of the site plan application. This determination is made by the Development Assistance Center (DAC). Complete the TIA Determination Worksheet attached to the application and meet with a Transportation Planner in the Development Assistance Center (DAC) to have the determination completed. If a TIA is required, the planner will indicate the number of copies to be submitted at the time of application.

If a traffic impact analysis is required, you or your traffic consultant should meet with a planner from the Transportation Review Section of the Development Services Department at the earliest possible date to define a scope of study for the TIA. The basic requirements for a TIA are contained in Chapter 25-6 of the City Code and Section 2 of the Transportation Criteria Manual.

Conditional Use

Land Development Code 25-2-491 provides a table in which permitted and conditional uses are called out for each zoning district, where “P” means a permitted use, “C” means a conditional use, and “X” means a use is prohibited. A conditional use site plan permit requires approval from the Land Use Commission. This table is also available on the Zoning webpage at <http://www.austintexas.gov/department/zoning> by clicking on the link [Permitted Use Chart](#).

Development Assessment (refer to Land Use Commission Site Plan Overview and Review Procedures at <http://www.austintexas.gov/page/land-use-applications#site> for more information) If you have received a Development Assessment, indicate the file number and the Intake Center will apply the credit associated with the assessment to your application fee. The assessment credit is void if not used within six months.

Small Project

Your project may qualify as a small project if all conditions required by Land Development Code 25-5-3 are met:

- Your project consists of a building, a parking area, or both – and
- Totals 5,000 square feet or less of impervious cover – and
- Has a maximum limit of construction of 10,000 square feet

Small projects have reduced fees, shorter review times, and do not require notification.

Tax Credits or State/Federal Funding

Indicate if there are tax credits or state/federal funding.

Off-Site Parking

If off-site parking is being requested, the site plan must show the primary use, the off-site parking, and the property address and legal description of both sites. A written agreement between the owner of the off-site parking and the owner of the primary use is required to assure the continued availability of the parking. In addition, an Off-Site/Shared Parking Application and fees are required. Consult with the Development Assistance Center (DAC) for more details.

Shared Parking

If shared parking approval is being requested under Section 25-6-476, three copies of a Shared Parking Analysis are required. In addition, an Off-Site/Shared Parking Application and fees are required. Consult with the Development Assistance Center (DAC) for more details.

Section 8: Site Area Information

Site Area

Indicate the gross and net site area. See Section 25-1-21(44) of the Land Development Code for a definition of Gross Site Area, and Section 25-8-62 for a definition of Net Site Area.

Demolition

If the site plan includes demolition of existing building(s), one photograph with an oblique view (front and side façade in same photo) for each building to be demolished must be submitted with the application.

Number of Newly Proposed Residential Units (if applicable)

Indicate the number of living units for all multifamily projects.

Zoning Chart

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Underground Storage Tanks

If underground storage tanks are existing or proposed, additional review will be required.

Section 9: Related Cases

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

Section 10: Land Use Site Plan Data – as applicable

Consult with the Development Assistance Center (DAC) to determine the following information:

- Compatibility Standards (Article 10 of Land Development Code 25-2-1051)
- Combining District/Overlay Zone
- Green Building Program Rating

Section 11: Waiver/Variance/Etc. – as applicable

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 **must** include the project name, address of the site, description, justification, and appropriate Land Development Code section from which you are requesting a variance.

Section 12: Traffic Impact Analysis (TIA) Determination Worksheet

The applicant must complete the worksheet prior to submitting for TIA Determination.

Section 13: Submittal Verification

Ensure all information entered in the application is complete and accurate before signing.

Section 14: Inspection Authorization

Provide permission for inspection of the property as part of the application process.

Section 15: Acknowledgement Form concerning subdivision plat note/deed restrictions

The applicant should carefully check the subdivision plat note/deed restrictions records before signing the 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.

Submittal Requirements

In addition to completing the Land Use Commission Site Plan Application, the following information will be required to complete the site plan permitting process. For details, refer to the complete Exhibits on the pages that follow. For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

Exhibit I: Site Plan Requirements

- A. Cover Sheet
- B. Base Information
- C. Additional Requirements (if applicable)
 1. Compatibility Standards
 2. Hill Country Requirements
 3. Connectivity Improvements
 4. Site Amenities
 5. Exterior Lighting Plans
 6. Waterfront Overlay District Requirements
 7. Adult-Oriented Businesses
 8. Off-Site Parking
 9. Reduction in Minimum Off-Street Parking Requirements

10. Request for On-Street Parking

[Exhibit II: Engineer's Summary Letter](#)

[Exhibit III: Standard Site Plan Notes](#)

[Exhibit IV: Revision/Correction Table on Cover Sheet](#)

[Exhibit V: Traffic Study Requirements for On-Street Parking Request](#)

[Exhibit VI: Electronic Submittal](#)

[Exhibit VII: Educational Impact Statement \(EIS\) Determination](#)

PLEASE NOTE.....

Exhibits VI and VII are fillable forms that can be completed electronically. To ensure your information is saved, [click here to Save](#) this document to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

Additional Requirements

1. Tax Certificate

Tax certificates can be obtained from:

- Hays County: Hays County Tax Assessor Office, 102 N. LBJ Dr., San Marcos
- Travis County: Courthouse Annex, 5501 Airport Blvd., Austin
- Williamson County: Williamson County Tax Assessor/Collector Office, 904 S. Main St., Georgetown

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

2. Summary Letter

Digital copy of a letter addressed to the Director of Development Services Department describing the proposed development in detail. For engineering-related developments, the letter must be signed and sealed by a registered professional engineer.

3. Building Relocation & Demolition

If a site plan includes relocation (on site or off site) or demolition of existing building(s), one photograph with an oblique view (front and side façade in same photo) for each building to be relocated on site or off site or demolished must be submitted with the application. Also, an additional site plan page showing location of existing buildings, and new location on site if relocated within the site, shall be submitted.

Exhibit I: Site Plan Requirements

A. COVER SHEET - Show the following:

- Date of submittal
 - Project title and street address
 - Name and type of Principal Street
 - Property owner, address, telephone number
 - Designer(s) company name, address, telephone number (include same for Planner, Architect, Landscape Architect, and Engineer)
 - Name of watershed and classification
 - State if subject to or exempt from the Watershed Protection Regulations
 - Indicate by note if any part of the project is within a 100-year floodplain
 - Legal description of property by lot, block and subdivision name, or by metes and bounds, if recorded, indicate the book and page number
 - Site location map that clearly indicates the precise location of the tract
 - Related Case No(s): _____ (Zoning/Subdivision, etc.)
 - Revision/Correction Table as shown in Exhibit IV: Revision/Correction Table on Cover Sheet
 - List of all waivers and variances granted
- Number each sheet submitted and indicate the total number of sheets on each sheet (e.g. 2 of 4). Number the cover sheet as #1. Sheet numbers must be consecutive whole numbers with no letter or decimal suffixes such as A, B, C or .1, .2, .3.
 - Provide an index of site plan sheets on the cover sheet.

NOTES

- Standard Notes as required (see Exhibit III: Standard Site Plan Notes)

APPROVAL BLOCKS

- Approval Block for TxDOT, if part of the project is within Texas Department of Transportation R.O.W.

Approved by: _____ Date _____
Texas Department of Transportation

- Approval Block

Approved by: _____ Date _____
Director, Development Services Department

- Block for Permit Number and Date

_____ Date _____
Site Plan/Site Development Permit Number

B. BASE INFORMATION

The following information shall be included on each plan sheet:

- Project title
 - North arrow
 - Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, provide a sheet showing an overall plan, with separate pages showing detail at 1"=20'
 - Designer(s) company name, address, and telephone number
 - * Seal and signature of the engineer preparing plans, and the date the plans were signed by the engineer
 - Leave a blank space (approval space) in the lower right hand corner on each sheet
 - Boundary lines with bearings and dimensions
 - City limit line, when located in or near the site
 - Street address verified by the Address Division of Communications and Technology Management (CTM)
 - Show the natural topography of the site and land located within 100 feet of the site, at two-foot elevation intervals; if the site is less than 2% slope, then spot elevations are required every 100'
 - Existing and proposed streets, alleys and private drives adjacent to and within property including median cuts; existing, dedicated right-of-way should be indicated next to street name; proposed right-of-way and all pavement widths
 - All existing and future dedicated easements
 - Location of all existing and proposed electric utility facilities on the site and adjacent right-of-ways
 - Exact locations and types of all utility lines, underground and overhead, existing and proposed
 - Location of all proposed and existing structures to remain; indicate any demolition's by dashed footprint
- * Not required for small projects

Each Site Plan shall contain the following information:

- Boundary of all zoning districts on or near the site; all existing adjoining land uses
- Location of all buildings within 50 feet of site
- Finished floor elevations
- Show limits of construction, including access drives
- In tabular form, indicate the following information concerning the site within the City limits:
 - a) Total area of site
 - b) Total floor area ratio for each zoning district within the City limits
 - c) Total impervious cover (in sq. ft. and %) for each zoning district within the City limits
 - d) Percentage of site covered by impervious cover (in sq. ft. and %)
 - e) Total building coverage (in sq. ft. and %) for each zoning district within the site
- Show dimensions to the nearest one-half foot of all existing and proposed buildings
- Show location of parking lots and vehicle use areas, landscape islands, peninsulas, and medians; amenities, walls, fences, sidewalks, and all other land improvements
- Label all roadways, drives, overpasses, bridges, culverts, and decorative/pervious pavers and identify as designed to support the loads imposed by heavy fire department apparatus
- The locations, types and limits of existing site improvements to be retained (structures, parking lots, planted areas, etc.)

- The location of 25-year and 100-year floodplains, storm sewers, and easements and centerline of existing watercourses, drainage features; note on the cover sheet if a 100-year floodplain exists on site
- If not on City sewer system, delineate drain field
- Location of all existing and proposed fire hydrants, including all existing public fire hydrants located within 500 feet of the property boundaries
- Existing or proposed garbage pickup location(s) if commercial dumpsters are proposed; indicate by a note if City garbage pickup is proposed
- Location of all existing and proposed loading docks, truck parking, outdoor display and storage, trash collection, trash compaction, mechanical equipment, and other service functions, indicating required screening.
- In tabular form indicate the following information for each building:
 - a) Proposed use and the square footage for each use within each structure on the site
 - b) Number of stories
 - c) Actual height (nearest one-half foot)
 - d) Finished floor elevation(s)
 - e) Foundation type
 - f) Total square footage, for building and for each floor
 - g) Type of restaurant (drive-in/fast food, limited, general), type of office (administrative and business, medical, professional), number of rooms for hotels or similar facilities, number of employees, and/or number of children for proposed school and day care services, if applicable
 - h) Number of residential use types and sizes, if applicable
 - i) Amenities, such as swimming pool, patios, etc.
- Location of principal building entrances
- Distances between buildings, building setbacks and front street, side street, interior and rear yards; tie buildings to site in two different directions; show all structural connections between buildings such as overhead walkways, landings, or roof attachments
- Widths of all unobstructed access roadways with appropriate finished grades, widths, lengths, turnarounds and turning radii (T-section, hammerhead, cul-de-sac)
- All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of side property lines (or indicate that there are none)
- Texas Department of Transportation centerline stationing if driveway connection to a State highway is proposed
- All driveway dimensions and design specifications; dimension driveway widths, driveway curb return radii, and profiles of finished grades; number on site plan when there are several proposed driveway approaches
- Proposed operation of driveways on site plan (i.e. one-way or two-way operation), identifying and labeling all physical barriers to vehicular access
- On undivided roadways, show existing driveways on opposite side of street within 120 feet of site driveways, or indicate in a note if there are none
- Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations
- Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted
- All off-street and on-street parking; number of required and provided parking spaces including location, number and type (standard, compact, handicapped) of actual parking spaces; dimension parking stall depth and width, stall angle, aisle width, and width on internal

- driveways; number each parking space; show structural supports, turning radii; circulation, and ramp grades in parking garages; identify number and location of compact spaces
- Note on plan indicating if a reduction in on-site parking requirements has been assumed and the number of spaces credited
- Handicapped parking spaces meeting State standards
- Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicated by dotted lines, a shading pattern or other identifiable legend)
- Internal circulation system showing vehicular, bicycle, pedestrian paths and connections to off-site access
- Note on the plan indicating that each compact parking space must be identified by a sign stating "Small Car Only" and signs posted on site directing motorists to such spaces
- Off-street loading spaces, if required
- Location and type of bicycle parking
- Queue spaces or queuing areas for drive-through uses
- Location and width of sidewalks on site plan, if required by the City of Austin Transportation Criteria Manual or Subchapter E: Design Standards and Mixed Use
- The location and design of all pedestrian sidewalk ramps related to the construction of this site

C. ADDITIONAL REQUIREMENTS (if applicable)

1. Compatibility Standards

The following information is required when a project is subject to the Compatibility Standards of Sections 25-2-1051, 25-2-1052, 25-2-1061 through 1068, 25-2-1081, and 25-2-1082:

- Land use map showing all land uses adjacent to or across the street from the subject tract
- Building elevations with architectural elements; architectural elements such as windows, roofs, doors, exterior materials, or other design elements which will demonstrate that the proposed building(s) will be sympathetic to structures on adjoining properties
- Setbacks, when adjacent to residential uses or zoning
- Intensive recreational uses such as swimming pools, playgrounds, tennis courts, etc.
- Cross-section(s), giving a horizontal view of all structures and the proposed height of each structure to scale

2. Hill Country Roadway Corridor Requirements (LDC 25-2-1101 through 1107)

In addition to the information required by subsections I and II of this section, the following information is required when a project is located within a Hill Country Roadway Corridor:

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally
- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations
- For projects requesting performance incentives for scenic vista protection, the plan shall:
 - a) Illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas
 - b) Show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5-foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%

— Floor-area information based on intensity zone and slope gradients

3. Connectivity Improvements

The following information is required when a project is subject to the Design Standards in Subchapter E of Chapter 25-2:

- Plan showing the location and dimensions of selected connectivity improvements per 2.3.2.B.2
- Note on plan indicating specifics of design of the improvements

4. Site Amenities

When a project is subject to the Design Standards in Subchapter E of Chapter 25-2, a plan showing the following information is required:

- A plan showing the location, details, and dimensions of sidewalks, tree planting areas, street trees, plazas, private, common open spaces, street furniture, and other pedestrian amenities
- Note on plan indicating specifics of design of the improvements including:
 - a) Proposed dimensions (at installation and at maturity for plants)
 - b) Groundcovers for open spaces
 - c) Materials (for furniture and pavements, and other structural improvements)
- In an illustrative form show the types of pavements, trees, plantings, street furniture, or other elements to be included in the site amenities
- A utility plan showing the location of all utilities including power lines, sewer and water to illustrate compliance with location requirements within circulation areas
- If applicable, a statement of intent to provide a Fee in Lieu of the required common open space pedestrian amenity required by Subchapter E of Chapter 25-2, Section 2.7

5. Exterior Lighting Plans

Exterior lighting plans shall be submitted for all projects subject to the Subchapter E Design Standards of Chapter 25-2. The plans shall include the following:

- Photometric plan showing the proposed location, number, type and intensity levels of the lighting throughout the site indicating foot-candle measurements. The plan shall indicate all site lighting excluding on-building fixtures. Off-site fixtures that will be installed or retained in the right-of-ways shall also be indicated on the plan.
- In tabular form on the plan the details of all proposed exterior lighting fixtures shall be provided indicating the following:
 - a) Manufacturer
 - b) Model and style of fixture
 - c) Lamp type (i.e. low pressure sodium, metal halide, etc.)
 - d) Minimum, maximum, and average intensity
 - e) Hours of uses
- A graphic representation of each fixture shall be provided, acceptable formats include catalogue cut sheets, illustrations or other similar representation

6. Waterfront Overlay District Requirements

Show compliance with the requirements as defined in Sec. 25-2-731 through 745 of the LDC.

7. Adult-Oriented Businesses

The following is required when a project is for any type of adult-oriented business regulated by Sec. 25-2-801:

- A land use map of the adjacent land uses on each lot located within a 1,000 foot radius of the site

8. Off-Site Parking

The following information is required when a project is requesting off-site parking:

- Location of all sidewalk pedestrian ramps between the off-site parking and the public entrances of the use, if handicapped spaces are located off site
- Legal and practical walking distance between the nearest off-site parking space and the nearest public entrance of the use, measured in accordance with Sec. 25-6-501
- Note on the plan indicating that signage will be provided as required by Sec. 25-6-503: one sign at the off-site parking facility indicating the property or use which it serves, and one sign on the use site indicating location of the off-site parking
- Note on the plan indicating days and hours of operation for the proposed use and the uses from which spaces are being leased

9. Reduction in Minimum Off-Street Parking Requirements

The following information is required when a project is requesting a reduction in the minimum off-street parking requirements per Sec. 2.4.2 of Subchapter E, Chapter 25-2 - Design Standards and Mixed Use:

- Location of all on-street parking spaces located adjacent to the site including spaces on Internal Circulation Routes
- Note on the plan indicating the number of on-street parking spaces or spaces on Internal Circulation Routes to be considered as credit for the reduction
- The location, dimensions and area of significant stands of trees preserved over and above those required by the code to be considered for parking credit
- The number of car-sharing vehicles to be associated with the project to be considered for parking credit
- The number and location of shower facilities with 3 or more lockers provided in nonresidential buildings to be considered for parking credits

10. Request for On-Street Parking

With a request to allow on-street parking, an engineering study must be provided which addresses the criteria listed on Exhibit V: Traffic Study Requirements. Contact the Austin Transportation Department, Transportation Planning & Coordination Division at (512) 974-7228 for further information or visit <http://www.austintexas.gov/department/transportation>.

<< [Back to Exhibits](#)

Exhibit II: Engineer's Summary Letter

No construction plans will be accepted unless accompanied by a summary letter signed and sealed by the same registered Texas professional engineer who sealed the construction plans. Summary letters for small projects do not require an engineer unless slopes or trenches exceed five feet (see City of Austin LDC Sec. 25-5-3).

The summary letter should describe the proposed development and might include, but not limited to, the following:

- Acreage to be developed
- Watershed in which project is located
- Type of development
- Explanation of any proposed project phasing
- Methods to be used for handling stormwater runoff – i.e., drainage easements, channels, curb inlets, storm sewers, detention, sedimentation and filtration ponds, water quality control methods, etc.
- Effect the proposed development will have on existing and future drainage systems in the area and on the natural and traditional character of the land and waterways
- Justification for exemption from the watershed protection regulations
- Include variance request with a description of the variance and justification, and the applicable ordinance and section

[<< Back to Exhibits](#)

Exhibit III: Standard Site Plan Notes (if applicable)

Ordinance Requirements

1. All improvements shall be made in accordance with the released site plan. Any additional improvements will require a site plan amendment and approval from the Development Services Department.
2. Approval of this site plan does not include Building Code approval; Fire Code approval; or building, demolition, or relocation permits approval. A City demolition or relocation permit can only be issued once the historic review process is completed.
3. All signs must comply with the requirements of the City of Austin Land Development Code.
4. The owner is responsible for all costs of relocation of, or damage to, utilities.
5. Additional electric easements may be required at a later date.
6. A Site Development Permit must be issued prior to an application for building permit for non-consolidated or Land Use Commission approved site plans.
7. Water and wastewater service will be provided by the City of Austin — *or identify the service provider if other than the City of Austin.*

Compatibility

1. Highly reflective materials will not be used. Materials may not exceed 20% reflectivity. This requirement shall not apply to solar panels or to copper or painted metal roofs.
2. The noise level of mechanical equipment will not exceed 70 d.b.a. at the property line adjacent to residential uses.
3. All exterior lighting shall be hooded or shielded from the view of adjacent residential uses, or property zoned residential.
4. Exterior lighting above the second floor is prohibited when adjacent to residential property.
5. All dumpsters and any permanently placed refuse receptacles will be located at a minimum of twenty (20) feet from a property used or zoned as SF-5 or more restrictive.

Fire Department

1. The Austin Fire Department requires asphalt or concrete pavement prior to construction as an "all-weather driving surface."
2. Hydrants must be installed with the center of the four-inch opening at least 18 inches above finished grade. The four-inch opening must face the driveway or street with three- to six-foot setbacks from the curblines. No obstruction is allowed within three feet of any hydrant and the four-inch opening must be totally unobstructed from the street.
3. TIMING OF INSTALLATION: When fire protection facilities are installed by the developer, such facilities shall include all surface access roads which shall be installed and made serviceable prior to and during the time of construction. Where alternative methods of protection, as approved by the Fire Chief, are provided, the above may be modified or waived.
4. All pervious/decorative paving shall be engineered and installed for 80,000 lb. live-vehicle loads. Any pervious/decorative paving within 100 feet of any building must be approved by the Fire Department.
5. Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within ten feet of openings, combustible walls, or combustible eave lines.
6. Fire lanes designated on site plan shall be registered with City of Austin Fire Marshal's office and inspected for final approval.
7. Vertical clearance required for fire apparatus is 14 feet for full width of access drive.

AMERICANS WITH DISABILITIES ACT

The City of Austin has reviewed this plan for compliance with City development regulations only. The applicant, property owner, and occupant of the premises are responsible for determining whether the plan complies with all other laws, regulations, and restrictions which may be applicable to the property and its use.

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Exhibit V: Traffic Study Requirements for On-Street Parking Request

With the application to allow on-street parking on Core Transit Corridors within the City limits, an engineering study shall be submitted prepared by a Professional Engineer with a proficiency in Traffic Engineering. The minimal requirements for the study are:

1. Location
2. Right-of-way width
3. Street width
4. Street lane configuration
5. Proposed sidewalk features
6. Land uses in area
7. Driveways in area
8. Other parking allowed on-street in the area
9. Bicycle routes in the area
10. Traffic volumes (hourly for 24 hours, by direction)
11. Posted speed
12. Operating Speed (85th percentile speed by direction)
13. Location of nearby Capital Metro bus stops
14. Distance downstream to signal or stop sign
15. Distance upstream to signal or stop sign
16. Sight distance to and from parking location
17. Show how ADA/TAS requirements are met
18. Proposed safety mitigation measures
19. Recommendation of the Engineer

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Exhibit VI: Electronic Submittal

The following requirements become effective for any plans submitted after January 1, 2010.

1. 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:

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

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

| Description | <input checked="" type="checkbox"/> if n/a | Layer Name and/or Number (please specify) |
|--|--|---|
| Site boundaries | | |
| Existing lot lines or legal tract boundaries | | |
| Limits of Construction | | |
| Easements | | |
| Utilities (lines and appurtenances) | | |
| Stormwater drainage system lines and appurtenances ¹ | | |
| Water Quality and Detention Facilities ² | | |
| Trees (location, size, and species) ³ | | |
| Critical environmental features and buffers as depicted on plans | | |
| Roadway Infrastructure (pavement lines, poles, luminaires, and appurtenances) ⁴ | | |
| Sidewalks | | |
| Open Space ⁵ | | |
| Building Footprints | | |
| Floodplain Delineation (existing & proposed as depicted on plan) | | |
| Legend (may be in separate file) | | |

- 1: Location of pipes, culverts, flumes and channels (Centerlines are preferred but pipe ODs and channel grading are acceptable). Appurtenances depicted with symbols per plan for inlets, manholes, flumes, bridge inlets, headwalls, wet wells for storm discharge pumps, etc. Station lines and numbers.
- 2: Delineation of detention, sedimentation, filtration and wet ponds (delineation of 100-year surface, WQ volume elevation, or permanent pool elevation is preferred, but walls and grading lines are acceptable), gabion, splitter box, wet wells for storm discharge pumps, headwalls, any outflow structure, vegetative filter strip areas, stormwater re-irrigation areas.
- 3: COGO point data preferred, but tree number & legend acceptable.
- 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 Site Plan | [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 VII: Educational Impact Statement (EIS) Determination

PART A

1. An Educational Impact Statement is required if:

- Your project is located in one or more of the school districts listed below — and
- Requires Land Use Commission review — and
- Meets one of the requirements listed below:
 - Yes No 100 or more single-family units are proposed.
 - Yes No 200 or more multifamily units are proposed.
 - Yes No 100 or more multifamily units are proposed and a tax credit is requested.
 - Yes No Project will demolish more than 50 residential existing units in a structure more than 20 years old.

2. Please check the appropriate school district(s):

- Austin Independent School District
- Leander Independent School District
- Pflugerville Independent School District
- Hays County Independent School District
- Del Valle Independent School District
- Round Rock Independent School District
- Manor Independent School District

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

Educational Impact Analysis Form

PART B

For Office Use Only

| | |
|------------------|-------|
| Case Manager: | _____ |
| Applicant/Agent: | _____ |
| Case Number: | _____ |
| Project Name: | _____ |
| Project Address: | _____ |
| Proposed Use: | _____ |

1. Existing Residential Units

Existing Number of Residential Units: _____

Number of existing residential units to be demolished: _____

Age of units to be demolished (years): _____

2. Proposed Development

Gross Project Acreage: _____

Number of lots: _____

Lots per acre: _____

3. Proposed Residential Units

Proposed number of Residential Units: _____

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

Number of bedrooms per unit: _____

4. Estimated Selling / Rental Price (Existing and Proposed)

Estimated selling price of units (specify range): _____ to _____

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?

Yes No

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

5. Off-Site Family Amenities Existing Within One Mile of Project

(Open to the public – attach location plan)

Parks/Greenbelts: _____

Recreation Centers: _____

Public Schools: _____

6. 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

7. 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):

8. Transportation Linkages

Closest Public Transit Location: _____

Pedestrian/Bike Routes: _____

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